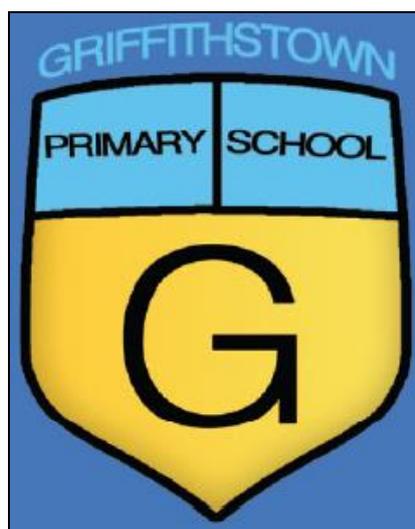


GRIFFITHSTOWN PRIMARY SCHOOL



| | |
|---------------|--|
| Title | Substance Misuse and Education Policy |
| Date | Spring 2019 |
| Author | I Pembrey |



UNCRC Article 28 – The right to an education

UNCRC Article 29 – The right to an education which develops my personality, respect for others rights and the environment

INSPIRE CHALLENGE ACHIEVE

Substance Misuse Incident & Education Policy Griffithstown Primary School

Griffithstown Primary School defines the term 'Drugs' to mean any substance which changes the way a body works. The range of substances covered in this policy include: tobacco, alcohol, over the counter medicines, prescription only medicines such as anabolic steroids and benzodiazepines, volatile substances as well as legal and illegal substances.

School takes the issue of substance misuse (legal and illegal) seriously and seeks to give quality education on substance misuse to all pupils. The aim is to empower pupils to make responsible, well informed decisions about substances and, whenever possible, to resist temptations to use. This includes smoking cigarettes and drinking alcohol.

The prevention of drug and alcohol misuse is seen as a whole school issue and governors, pupils and all staff have a part to play. The substance misuse programme is tailored to meet the needs of all children with additional attention given to vulnerable children and young people or pupils who have started to misuse substances. Teachers may decide that they will have to develop an individual learning plan in order to meet the needs of vulnerable children and young people. In addition to this, the school seeks to support any pupil who has substance-related problems through its caring pastoral system and good working relationships with outside agencies.

The school's Substance Misuse programme includes:

- Factually correct and up to date information
- Exposures to situations which will enhance self-reliance, decision making and social skills
- Liaison with parents to actively seek that support and co-operation to help deliver the curriculum content
- Organise contributions from visitors and outside speakers and agencies, which complement the school's approach and values
- Programme evaluation, to gauge what has been learned and to establish how future work may become more effective. Pupils are given opportunities to record and reflect themselves on the outcomes of their learning

This policy is descriptive of current practice Griffithstown Primary school in both Substance Misuse Education and in the handling of substance misuse related incidents. It has been through a full consultation process with staff, parents and governors. This descriptive document was circulated to all relevant parties and sub-committees discussing developments and improvements of this policy.

It is also recognised that the outcomes of developing this policy will have training implications for staff and governors.

A copy of this policy can be obtained by contacting the head teacher or found on the school's website.

Links to Other Policies

Other policies refer to PSE-related issues and should be read in conjunction with this policy statement. These might include

- *PSE*
- *Sex and Relationships Education*
- *Positive Behaviour Management*
- *Safeguarding*

Visitors

It is important that the school works in partnership with external agencies to enhance the learning experiences of pupils as part of a planned programme. Visitors enrich the SME provision but their contribution is part of the school's led, well-planned, coordinated programme and does not replace the school's programme of substance misuse education.

Aims

- To enable pupils to make healthy informed choices by increasing knowledge and awareness of drugs and alcohol in society, challenging attitudes and developing and practising skills of decision making and making difficult choices, particularly when with peers.
- To increase understanding about the implications and possible consequences of use and misuse.
- To enable young people to identify sources of appropriate personal support.
- To encourage and support preventative action in a number of sectors and settings, harnessing the energies of committed individuals and agencies, enabling local community groups to get involved and providing general guidance and specific direction to different organisations and specialist groups, policy development and environmental measures.

Objectives

School seeks to provide accurate, unbiased information about substances to its pupils, taught through a life skills approach as an essential component of a broader PSE programme, Foundation Phase and National Curriculum Science. Pupils are taught drug education as part of the Science National Curriculum. This states that pupils should be taught;

- At Foundation Phase (5-7 year olds) about the role of drugs and medicines.
- At Key Stage Two (7-11 year olds) that tobacco, alcohol and other drugs can have harmful effects.

These aims are also fulfilled through aspects of the pupils' experiences in the taught curriculum, the informal curriculum and opportunities for extra-curricular activities. Griffithstown Primary School actively co-operates with other agencies such as Police, Social Services, the Local Authority and Health and Drug agencies to deliver its commitment to Substance Misuse Education.

Roles and Responsibilities

Governors will:

- support the head teacher in the implementation and delivery of this policy and SME programme;
- ensure that the policy and SME programme meets WG Guidance;
- ensure that there is a robust system in place to manage substance misuse related incidents;
- ensure that staff are aware of the policy and procedures and
- ensure that the policy and SME program is effectively monitored and evaluated.

The Head teacher and Healthy Schools coordinator will:

- promote the policy amongst the whole school community;
- ensure staff are aware of how to deal with incidents;
- keep accurate records of incidents;
- deal with media requests for information following guidance;
- monitor and evaluate the effectiveness of this policy and the SME programme.

Teaching and non-teaching staff will:

- follow the agreed procedures for dealing with incidents;
- support any vulnerable child or young person appropriately and
- deliver effective substance misuse education as agreed in this policy.

Parents / carers are asked to:

- support this substance misuse education and incident policy and
- contact the school immediately if they are concerned that their child is involved in substance use or misuse.

Learners will:

- support this substance misuse education and incident policy;
- contribute to the review of the policy and SME programme;
- inform a member of staff if there are concerned about the substance use or misuse of a fellow student and
- inform a member of staff if there are concerned about their own substance use or misuse.

Substance Misuse Related Incidents

This policy relates to all buildings and play areas inside the school boundaries and also covers behaviour of pupils on their journeys to and from school in accordance with The National Travel Behaviour Code (2009).

School / education setting rules regarding substance misuse as outlined below also applies on all school / education setting visits and residential activities

Restrictions on Site

Smoking

Smoking, including e-cigarettes, is prohibited for all pupils, staff and visitors on site. Signage is clearly displayed in school foyer and other significant appropriate areas around the school.

Alcohol

I Pembrey

INSPIRE CHALLENGE ACHIEVE

Consumption of alcohol on site is prohibited for all visitors, staff and pupils. Anyone found drinking alcohol or under the influence of alcohol will be dealt with using the Response Procedure flow chart in Appendix 1

Management of Substance Related Issues

Types of incident may include;

- Litter related to substance misuse around the premises e.g. Cans, syringes etc.
- Suspicions and allegations about an individual's activities
- Disclosure about substance misuse on the premises, on school visits or when taking part in extra-curricular activities
- Children/adults clearly displaying signs of substance misuse

Action to be taken

All incidents of substance misuse should be treated seriously and should be reported to the Head teacher or in their absence, the Deputy Head teacher or a senior member of staff. The flow chart on Appendix 1 provides a guide to the management of a substance misuse incident and indicates the appropriate course of action to be followed.

Recording Incidents

A form for recording incidents is included in Appendix 2 of this policy. After completion, the original should be retained in the school, and the incident reported to the Governing Body via the Head teacher's Report to Governors.

Response Procedure

It is essential to maintain a calm, supportive and non-judgemental approach when dealing with a substance-related incident. The absolute priority should always be the health and safety of pupils. If there is the slightest doubt regarding the pupil's health, medical assistance must be immediately obtained. Incidents can be classified according to speed of action required. Some incidents require immediate action; others require time for assessment of information, seeking advice and the involvement of other agencies. The chart on Appendix 1 gives guidance on choosing the correct procedural response with Appendix 3 providing some example scenarios/actions. Appendix 4 details a list of recommended National Support Agencies that may be of use when responding to incidents and / or providing support.

Procedures for Dealing with Incidents Involving Adults

When responding to situations involving adults, safety is the priority. Some situations require action in collaboration with other agencies to ensure the safety and protection of any child or young person. Other incidents will require observation, data collection and discussion before proceeding.

Procedure for Dealing with Incidents Involving Staff

Substance misuse involving staff should be covered by the Local Authority's Employment & Disciplinary Policy. The Alcohol and Substance Use Policy for employees prohibits the consumption of alcohol or substance use during work. Safeguarding children in the care of the school is of a greater urgency than staff disciplinary procedures.

Disposal of Sharp and Other Hazardous Materials

Extreme care should be taken upon the discovery of any substance suspected of being an illegal substance, drug and in particular any materials used in illicit drug use such as needles and syringes. Needles and syringes should not be handled even with protective gloves and clothing. The caretaker checks the premises and grounds each morning for any drug related debris. Should anything suspect be found, the procedures outlined in Appendix 5 should be followed.

Child Protection

Any drug related concerns need to be reported to either the head teacher Mr Nicholas Blackburn, who is the Designated Safeguarding Lead or the deputy head teacher Mrs Cerian Pugh, who is the Deputy Designated Safeguarding Lead

Confidentiality

As part of our 'duty of care', any drug related incident will be reported to the appropriate authority and in particular, parents. It is important that pupils feel confident when talking in confidence to staff members about substance related incidents. However, pupils need to be aware of the school's responsibility to share information with parents and other agencies if necessary. By following the guidance and procedures set out in this policy, the school is confident that the pupils in its care will be well educated about substance misuse and well protected against its harmful effects.

Following up an Incident Involving Substance Misuse: Involvement of Police

The Misuse of Drugs Act 1971, states that it is an offence:

".....for the occupier or someone concerned in the management of premises knowingly to permit or suffer the smoking, supplying, attempting to supply or offering to supply, of controlled drugs to take place on those premises".

It is important that our school organisation upholds the law, and co-operates with the police when necessary. Staff at Griffithstown will refer to the 'School-Crime-Beat Protocol' for further information and guidance.

The School Police Liaison Officer is available for further support and advice. Any queries or concerns which are felt to be immediate are referred directly to the police. In the case of an emergency the school will ring 999.

Monitoring and Evaluation

We are aware of the need to monitor the school's Substance Misuse Education Policy, and to review it regularly, so that we can take account of new guidance and regulation. We will therefore review this policy every three years, or earlier if necessary. The named person(s) responsible for SME and management of incidents will complete the checklist below:

Substance Misuse and Education Policy 2019

| Criteria | Fully Met | Partly Met | Not Met |
|---|--------------|------------|---------|
| An up-to-date SME and Incident policy has been presented to and agreed by staff and governors. | | | |
| Learners have been consulted in the development of the policy. | | | |
| A member of the senior leadership team has overall responsibility for SME and managing incidents. | | | |
| The training needs of staff have been assessed and met. | | | |
| All elements of the SME programme have been delivered. | | | |
| All incidents have been recorded. | | | |
| All incidents have been managed following the school / education setting policy. | | | |
| When an incident has taken place the SME programme has been reviewed. | | | |
| The views of learners have been considered when reviewing the SME programme. | | | |
| Observations of SME lessons have taken place. | | | |
| The contribution of external visitors has been evaluated. | | | |
| Completed by: | Date: | | |
| Next Steps | | | |

Sign
Griffithstown Primary School
Sign
(Chair of Governors)

Date

Date

Review Date:

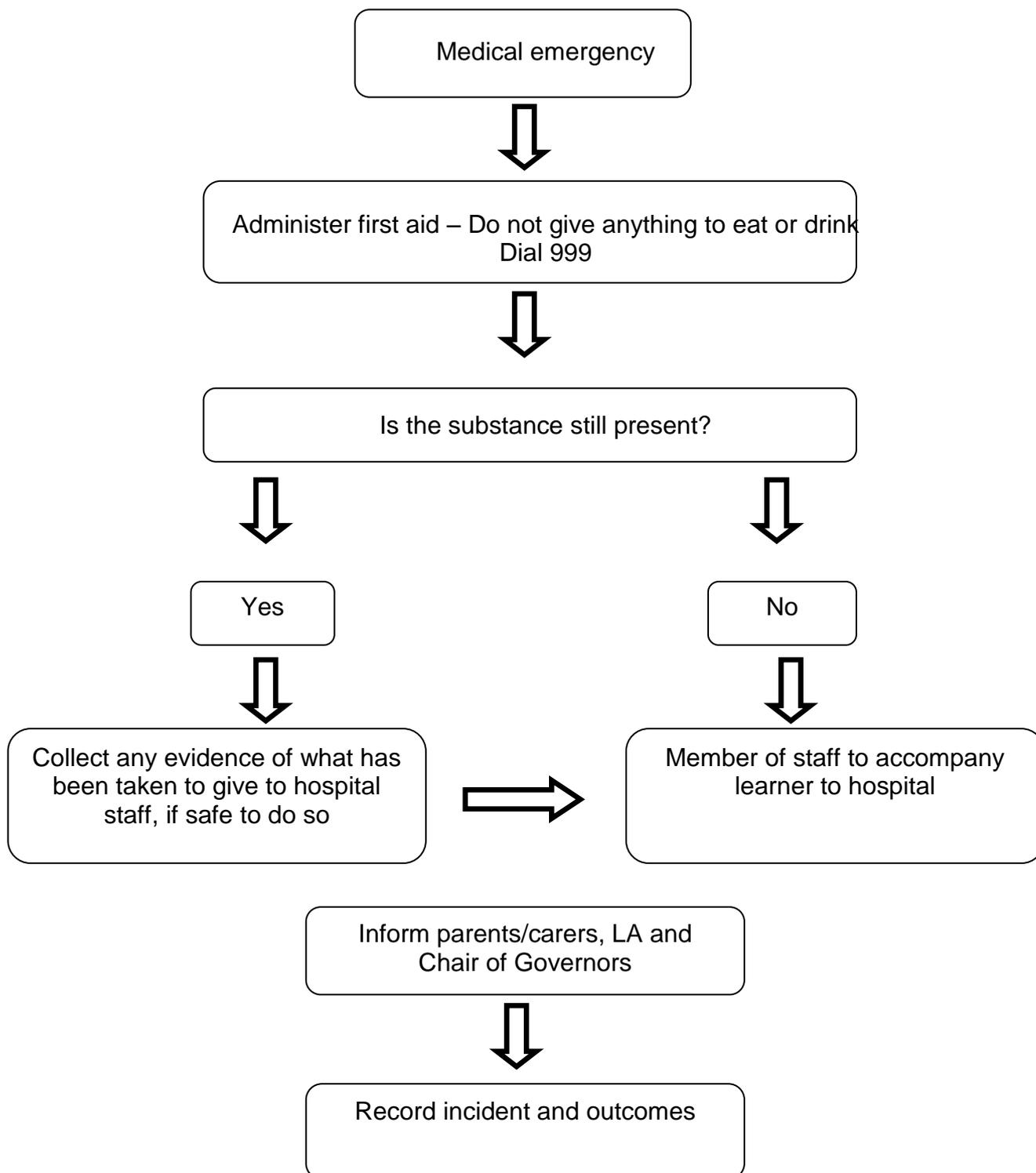
Next review date: Autumn 2022

Author: I Pembrey

Appendix 1

A suggested response procedure: medical emergencies

This procedure covers both legal substances and illegal substances. If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as medical emergencies. If in doubt, always treat as a medical emergency.

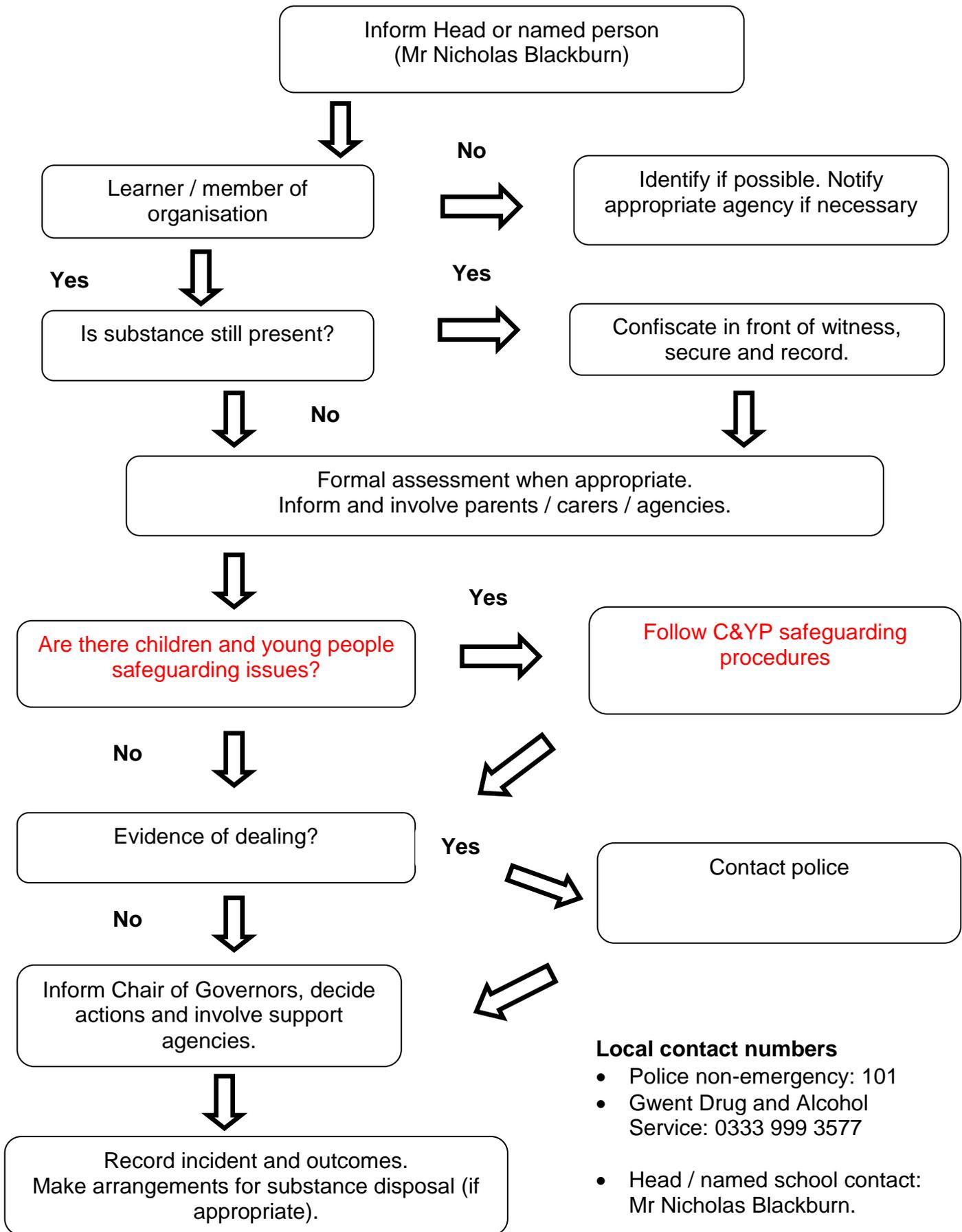


Suggested response to incident

I Pembrey

INSPIRE CHALLENGE ACHIEVE

Substance Misuse and Education Policy 2019
 This procedure covers both legal and illegal substances.



Local contact numbers

- Police non-emergency: 101
- Gwent Drug and Alcohol Service: 0333 999 3577
- Head / named school contact: Mr Nicholas Blackburn.
- LA Chief Officer CYP: Dermot

Appendix 2

Substance Misuse Incident Recording Form Template

| | | | | |
|---|----------------|--------------------|-------------------------|--|
| School / organisation name: | | Date of incident: | Date and time reported: | |
| | | | Reported by: | |
| Person(s) involved: | | Other(s) involved: | Contact details: | |
| | | | | |
| Description of incident: | | | | |
| | | | | |
| Category of incident | Action taken | By whom | Who contacted | |
| | | | | |
| Categories: 1. Drug-related litter 2. Possession 3. Supply 4. Under the influence 5. Non learner/member 6. Suspicion / allegation | | | | |
| Name / description of substance: | Amount / size: | Removed by: | Where retained: | |
| | | | | |
| Name: | | Witnessed by: | | |
| Signed: | | Signed: | | |
| Date: | | Date: | | |

Substance Misuse and Education Policy 2019
Contacts and referrals made (where appropriate)

| Contacts | Contact name and number | Contact made by | Time and date contact made | Enquiry/Referral (Appointment time) |
|---------------------------|-------------------------|-----------------|----------------------------|-------------------------------------|
| Parents/Carers | | | | |
| Police | | | | |
| Ambulance | | | | |
| Other health professional | | | | |
| Social services duty team | | | | |
| Environmental health | | | | |
| Education department | | | | |
| Drug support agency | | | | |
| Other: | | | | |
| Parents/Carers | | | | |
| Police | | | | |

| | |
|---|--|
| <p>Outcome:</p> <p>(Attach information on meetings / action plans where appropriate)</p> | |
| <p>Name:</p> <p>Signed:</p> <p>Date:</p> | <p>Witnessed by:</p> <p>Signed:</p> <p>Date:</p> |

(Welsh Government Circular 107/2013)

Appendix 3

Examples of Substance Misuse Related Incidents

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 substances.
Action: Apply locally agreed safeguarding procedures, involve the Police if the adult is aggressive.
- A child/young person/adult appears ill or unsafe as a result of substance misuse.
Action: Obtain medical advice, note the relevant facts and inform parents/carers.
- Substances are being supplied on or near the premises.
Action: Contact police / neighbourhood policing team.
- The premises have potentially hazardous substance misuse related litter (needles, syringes).
Action: Arrange the safe removal of litter, according to Health & Safety Policy.
- There is ready access to controlled drugs.
Action: Contact police / neighbourhood policing team.
- A child/young person discloses that they are misusing substances or their parent or other family members are misusing substances.
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 (including the School Police Liaison Officer), continued monitoring maybe appropriate when there are...

- 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.

Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property. School Crime Beat Protocol provide guidance for taking action in line with police policy.
- Apart from immediate first aid, any health or medical emergency which should be attended by 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 should be delivered by trained health professionals.

Appendix 4

**Substance Misuse Education
National Support Agencies UK.**

| | | |
|--|---|---|
| <p><u>ADFAM</u> Families, Drugs and Alcohol Information for families of drug users, and a database of family support services. 020 7553 7640 www.adfam.org.uk</p> | <p><u>Alcohol Education Resource Directory</u> A directory of resources and contacts for teaching about alcohol. 020 7907 3700 www.portmangroup.org.uk</p> | <p><u>ASH</u> Action on Smoking and Health aims to reduce the health problems of tobacco use. 020 7739 5902 www.ash.org.uk</p> |
| <p><u>Drug Education Forum</u> Information about the drug education work of the forum and member agencies. 020 7739 8494 www.drugeducationforum.co.uk</p> | <p><u>Drug Scope</u> Provides expert, up to-date drug information. 020 7928 1211 www.drugscope.org.uk</p> | <p><u>TALK TO FRANK</u> Contains drug information and where to find help on drugs for young people. Also provides support to parents/carers in talking to young people about drugs. 0800 77 66 00 www.talktofrank.com</p> |
| <p><u>National Children's Bureau</u> Promotes the interests and well-being of children and young people in all aspects of their lives. 020 7843 6000 www.ncb.org.uk</p> | <p><u>National Health Education Group</u> Open to professionals whose work has a primary focus on supporting health and/or drugs education with young people. 020 8504 3583 www.nheg.org.uk</p> | <p><u>RELEASE</u> (Drugs, The Law and Human Rights) provides advice and referrals on drug related legal problems. 020 7729 9904 www.release.org.uk</p> |
| <p><u>Re-Solv</u> (Society for the Prevention of Solvent and Volatile Substance Abuse) Provides information for teachers, other professionals, parents and young people. 01785 817 885 www.re-solv.org</p> | <p><u>Alcohol Concern</u> Works to reduce the incidence and costs of alcohol-related harm and to increase quality of services available to people with an alcohol problem. 020 7395 4000 www.alcoholconcern.org.uk</p> | <p><u>The All Wales Smoking Cessation</u> This is a free NHS service providing intensive support, advice and encouragement for all those who want to quit smoking. 0800 085 2219</p> |
| <p><u>Parents Against Drug Abuse</u> Provides information and advice to parents of drug users. 08457 023 867 www.pada.org.uk</p> | <p><u>Lifeline</u> Assist persons and their families and dependents affected by the misuse of drugs and provide a training and advisory service to persons and organisations who deal with the misuse of drugs and sexually transmitted diseases. A variety of contact numbers for different services are available on the website. www.lifeline.org.uk</p> | <p><u>DAN 24/7</u> This is a national confidential service providing advice to drugs and alcohol users and anyone wanting information on substance misuse 24 hours a day, 7 days a week. 0800 633 55 88</p> |
| <p><u>Alcoholics Anonymous</u> 24 hour support for people with alcohol problems. 0845 769 7555</p> | <p><u>Drug Aid</u> Provides help and support for people suffering from drug or alcohol addiction. Torfaen 08700 600310</p> | <p><u>GAP (Gwent Alcohol Project)</u> Gap offers a range of services for people who are concerned about their own or someone else's drinking. 01633 252045 (Monday- Thursday 9am-1pm & 2pm- 5pm, Friday 9am-1pm & 2pm-4pm)</p> |
| <p style="text-align: center;"><u>AshWales</u> Call 029 2049 0621 enquiries@ashwales.org.uk Action on smoking and Health Wales 2nd Floor, 14-18 City Road, Cardiff, CF24 3DL</p> | | |