

Windsor Clive Primary School



Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

Substance Misuse Policy

Date agreed: May 2025

Review date: May 2026

As a Rights Respecting School, we promote the values and principles of the UNCRC. This policy promotes and enables children to access:

Article 19: The right to be safe

Article 24: The right to be healthy

Context

The policy was written with reference to the following Government initiatives and guidance:

- Working Together To Reduce Harm (2008-2018)
- Circular 107/2013 Guidance on Substance Misuse Education (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 (2014).

The Substance Misuse Policy stands alone complimenting the PSE, Science and other relevant school policies. This policy integrates the school's Tobacco policy.

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

- The Behaviour Policy
- Protecting Children From Abuse Policy
- Child protection Policy
- Health & safety Policy

The school's stance on drugs

Windsor Clive Primary 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 drugs 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 pupils, which will enable them to make good decisions concerning drug usage both now and later in life. The school seeks to provide accurate, unbiased information about drugs to its pupils in Science and Health and Wellbeing lessons.

Research suggests that the most effective substance misuse education takes place when it is part of a coordinated and progressive approach, which is skills based, dealing with assertiveness and decision- making.

In addition to this the school seeks to support any pupil who has drug related problems through its caring pastoral system and good working relationships with outside agencies. All aspects of school life at Hywel Dda Primary 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 raise self-esteem and minimise risk in the area of drug use.

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

- Pastoral Support programme
- Police and Youth Service Involvement (Education)
- Social Services Involvement
- Support through appropriate agencies such as Inroads / Barnardo's
- Supervised break times
- Involvement in extra-curricular activities
- Family conferences
- Research projects on the drug or related topics
- Mentoring

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

- Loss of privileges
- Exclusion – any pupil found to be supplying substances, or believed to be supplying substances will be immediately excluded pending further enquiries.
- Monitoring of progress in class.

Sanctions will always be used alongside support and will be in proportion with the offence.

Incidents will be recorded on a record of drug-related incident form and uploaded to MyConcern. They will be treated as confidential records and only accessible to staff on a need to know basis.

Aims of the policy

The 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 children to appreciate the benefits of a healthy lifestyle now, and in the future.**
- **To help parents/carers and children identify what they need to learn about drugs and how they can take responsibility for their actions.**
- **To enable children and staff to gain access to support structures, e.g. counselling and treatment agencies.**

Consultation

The following people were consulted about the development of the policy:

- Teachers
- Other school staff
- Parents
- Governors
- Pupils

Consultation was carried out using the following methods:

- Staff meeting discussion
- Copy of policy to staff for comment
- Governor meeting
- Discussion with pupils and School Council
- Copies of the policy on the school website with invitation for comments from parents

Location

A copy of the Substance Misuse Policy will be located in the Policies file on Teams. If further copies are required, please contact the Head Teacher.

Schools Substance Misuse Education Co-ordinator

Name of Co-ordinator: Kim Fisher

Roles & duties of the School Substance Misuse Co-ordinator:

- Contact point for enquiries about the substance misuse curriculum
- Acts as the wider PSE Coordinator and Child Protection lead
- 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 Coordinator.

Lead Governor on substance misuse issues

Name of lead Governor: Dr A McInch

Roles and duties of the lead governor:

1. To be involved in the development & review of the School Substance Misuse Policy.
2. To represent the Governing body with regard to substance misuse issues within the school.
3. 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 Areas of Learning and Experience:

- Science and Technology
- Health and Wellbeing

Outside visitors

Teachers lead on teaching substance misuse education in the classroom and outside visitors are only 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, it is recommended that those linked to the school are used to support the provision of substance misuse education, such as the police's school liaison officer.

Starting where the pupils are

A needs assessment is carried out with pupils 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 pupils in lessons.

Monitoring and evaluation

It is vital that Substance Misuse Education is continually monitored and evaluated for teaching and quality. Monitoring will be done in the following ways:

- Lesson observation with feedback to teachers.
- Teachers making comments on lesson plans and Schemes of Work.
- Including substance misuse education as a regular agenda item at tutor group and relevant departmental meetings.

Evaluation will be done in the following way:

- Science work books
- Self Evaluation
- School Council feedback
- Quizzes to measure knowledge levels
- Pre and Post Substance Misuse Education Programme Questionnaires

Staff training

All staff working with young people should have as a minimum completed basic substance misuse awareness training. Staff training needs should be referred to the Head Teacher for incorporation into the ongoing continuing professional development plans for the whole staff team.

Incident Management

There is a range of potential substance misuse-related incidents that may arise within the school involving pupils, parents 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

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 wear 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. If your organisation has a contract with an agency to remove drug paraphernalia, they should be contacted.

Informing Governors

Head Teachers 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; and
- 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

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

A Smoke Free Environment

A no-smoking policy is a legislative requirement.

- Hywel Dda Primary is a smoke free school. Any pupil found smoking will face the same sanctions as those using any other type of drug.
- No smoking signs must be displayed at all entrances to school grounds and at every outer entrance to the building or enclosed areas forming part of the school premises.

- Smoking is not permitted in any commercial vehicle transporting pupils or staff on journeys and to out of school events.

We will promote our commitment to providing a smokefree environment by:

- Prominently displaying our No Smoking Policy in the staff room.
- Informing parents of new entrants of our school's No Smoking Policy
- Advising contractors and others working within our school's premises of our No Smoking Policy.
- Ensuring that organisations/individuals using school facilities agree to comply with our No Smoking Policy.
- Giving new members of staff a copy of the policy which will become part of their contract of employment.
- Promoting all school activities outside of our school's premises as smokefree, for example; field trips, sporting events.
- Declaring a no smoking zone at school site entrances.
- Support smoking staff to quit by displaying the Stop Smoking Wales helpline number in the staffroom (0800 085 2219).
- Providing pupils with educational programmes on smoking so that they understand the benefits of not smoking.
- Encouraging pupils to participate in Welsh Government initiatives to promote non smoking (for example Smokebugs!)
- Taking opportunities to participate in appropriate educational initiatives to promote no smoking for example; Theatre in Education programmes, Police Liaison Programme.
- Reminding parents transporting pupils to and from school events, of the school's No Smoking Policy and encouraging them to comply with the spirit of the policy.

Electronic Cigarettes

The use of electronic cigarettes will be prohibited on all school premises, including those areas stated in the Smokefree Environment section mentioned in the above section. The use of such devices will be treated the same as any combustible product.

Recording of Incidents

Incidents will be recorded on a record of substance misuse-related incident form (see INCIDENT RECORDING FORM: RECORD OF SUBSTANCE MISUSE INCIDENT).

These records will be kept by the 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 as will incidents reported to the school that take place out of school hours or out of school grounds.

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

- **Searches of premises:** Staff can search school property e.g trays 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 from 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 pupil'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 Coordinator 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 confiscated material, the police reference number.
- inform the young persons' parents/carers, unless this would place the young person in danger.

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

Parental substance misuse

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

A parent who is considered to be intoxicated from the misuse of drugs will not be allowed to drive a pupil home from school. If there are concerns as to the safety of the child, the school will find alternative arrangements for his or her care. 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 including section on Confidentiality***

Medical assistance

If there is a medical emergency, the qualified first aiders in the school are:

- Ms Ceri-Ann Gilbert
- Miss A Jones
- All other TAs have received one day first aid training

Medical procedures

Any pupil who has taken any alcohol 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 or conscious and is he/she responsive
- do you know that 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 can receive a high level of media attention. If you receive a telephone call or visit from any media source, do not be put under any 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 individuals be released to the media.
- The Head Teacher will liaise with the LA's publicity 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:

- Child protection register
- Education Welfare Officer
- Social Services involvement
- Behaviour policy

Any monitoring carried out will be done in the following way:

- Behaviour policy
- Child protection register
- Interviews with Education Welfare Officers.

Support offered to these pupils includes:

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

Date Agreed: May 2025

Review Date: May 2026

Signature of Head Teacher: Kim Fisher

Signature of Chair: Dr Alex McInch