



Substance Misuse Polisi-Ysgol Gyfun Gwynllyw.

1. 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 Assembly Government Circular 17/02 'Substance Misuse: Children and Young People'** which replaces circular 54/95.

2. Definition of a Substance

For the purposes of this policy the word '*substances*' includes all mood and performance changing substances, both legal and illegal, and including prescribed drugs, alcohol, tobacco, solvents and 'legal highs'.

Many drugs are lawfully carried as medicines. There is a clear policy on the administration of medicines. If pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this policy will apply.

3. Implementation

The Head teacher and Governing Body have ultimate responsibility for the implementation of the Substance Misuse Policy.

At Ysgol Gyfun Gwynllyw, the member of staff with responsibility for substance misuse is Ms Helen Rogers (Deputy Headteacher and Designated Child Protection Officer).

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.

3.1 Contacting the Police

Only the following people should contact the police:

- Headteacher
- Deputy Headteacher or Assistant Headteacher
- Deputy Child Protection Officer

Unless there is an emergency when contact by none of the above staff with the Police is able to be made, any member of staff employed by the school have the right to contact the Police directly, e.g. when on an educational visit etc.

3.2 Media Contact

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

4. Curriculum

Effective Substance Misuse Education will enable children and young people at Ysgol Gyfun Gwynllyw 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.

Education on Substance Misuse is generally covered during PSE days but other subjects also deal with such issues.

4.1 Delivery

At Ysgol Gyfun Gwynllyw, 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.

4.2 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.

4.3 Complaints Procedure

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

5. Procedures for dealing with an incident

Staff who become aware of difficulties and/or incidents involving pupils and drugs/substances 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 All Wales 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>	Follow the usual school protocol as regards child protection and inform the designated child protection officers who will contact social services or specialist substance misuse service for advice on how to respond.

Exemplars above from WAG Guidance 17/02.

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

5.1 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.

5.2 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.

6. 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 Discipline Policy.

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.

6.1 Recording Incidents.

At Ysgol Gyfun Gwynllyw 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.

7. 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 wellbeing of a pupil is threatened
- To assist police in preventing the use of land surrounding the school for drug trading.

On residential trips with sixth form students, staff will not allow pupils to consume alcohol.

8. Child Protection

It may be necessary to invoke the All Wales 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 is child protection issues
- Where a life is in danger

8.1 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.

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

9. Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to Torfaen Borough Council's Employment and Disciplinary Policy and Procedures.

9.1 Procedure for Dealing with Adults (not staff)

Ysgol Gyfun Gwynllyw 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 All Wales 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.

10. Disposal of Drug Paraphernalia

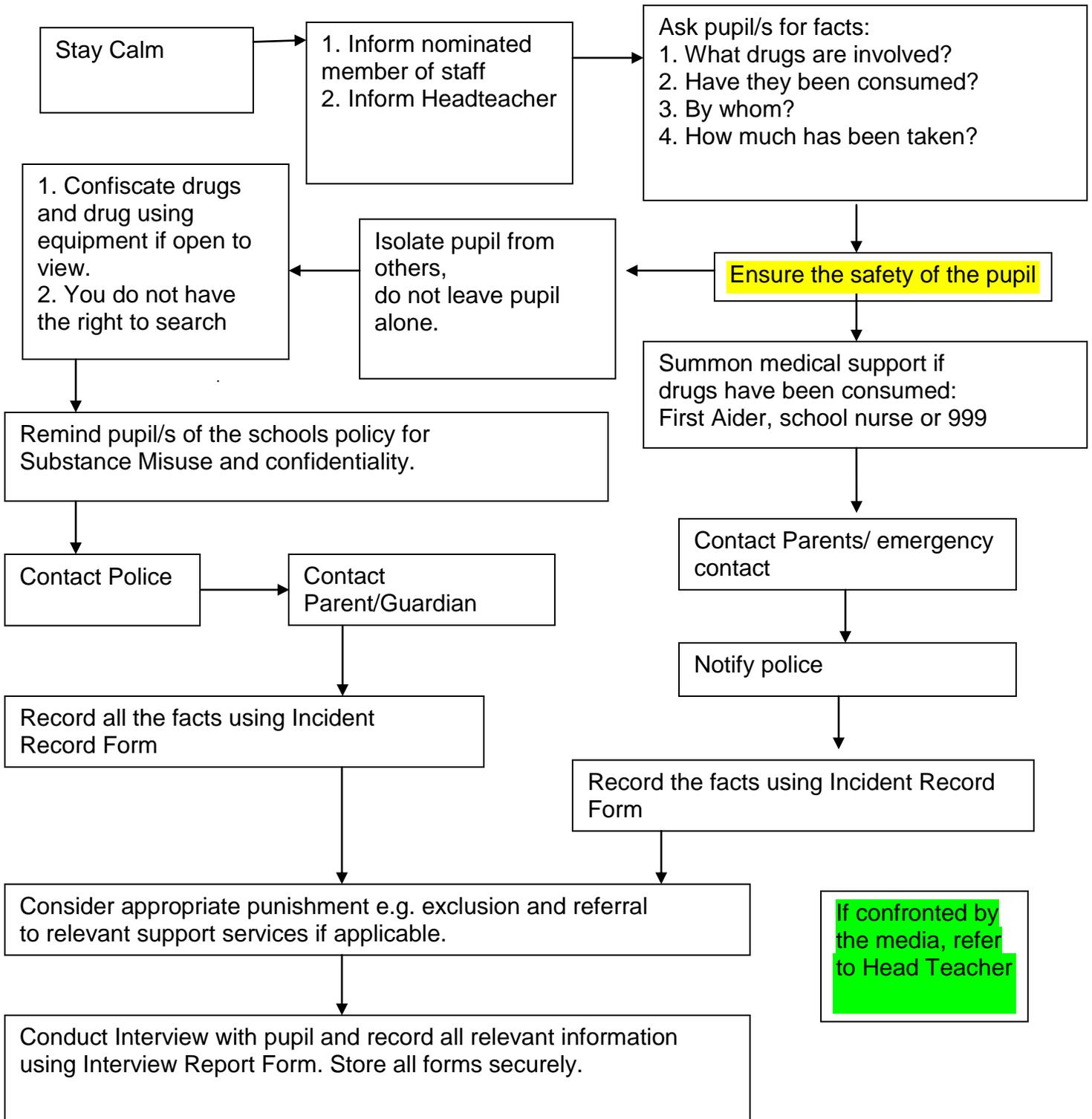
Needles or syringes found on school premises will be placed in a secure container using gloves and litter pickers. The site manager should be alerted immediately on finding such items and he alone should dispose of them. Used needles and syringes will be disposed of appropriately and not disposed of in domestic waste according to the procedures stated in the Risk Assessment and COSh regulations.

11. Review and Evaluation

This Substance Misuse Policy will be reviewed policy in line with the review policy timetable.

Date of approval by Governing Body	November 2015
Chair of Governors, Signature	
Head Teacher, Signature	
Length of time before revision	3 Years
Date of next revision	November 2018

Procedure for managing substance related incidents involving pupils



Incident Record Form

Date and time of incident:	Date and time of report	Reported by:

Pupils involved	Dates of birth:	Home telephone numbers	Parent/Guardian

Description of incident:		
Immediate actions:	By whom:	Date and time of action(s)

Interview Record Form

Date and time of interview:	Interviewer:	Other persons present:

Pupil's Name:	Date of Birth:	Home telephone	Parent/Guardian

Home Address:

Summary of incident and actions to date :		
Actions to be taken:	By whom:	Date and time: