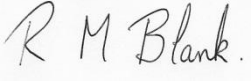
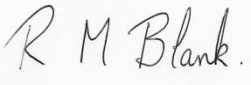


Ysgol Hendrefelin



Substance Misuses Policy

Policy Review		Signature	Signature
Date approved by Governors	09 th July 2019	 (Chair of Governors)	 (Headteacher)
Date Reviewed	15 th November 2023	 (Chair of Governors)	 (Headteacher)
Date Reviewed			

Ysgol Hendrefelin

Substance Misuse Policy

Rationale

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 and Welsh Government Guidance Document 107/2013 "Guidance for Substance Misuse Education"

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 and solvents.

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 Ysgol Hendrefelin, they are acting unlawfully and therefore this policy will apply.

Objectives

At Ysgol Hendrefelin, 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.

Curriculum

Effective Substance Misuse Education will enable children and young people at Ysgol Hendrefelin 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	Pupils should be taught the

	alcohol and tobacco) in their community and beyond and where to get help, information and advice	dangers of contracting HIV and hepatitis by the use of intravenous drugs.
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Largely, education about Substance Misuse will take place in PSE and Science lessons but will also be delivered through other subjects including English, Welsh and Drama.

Use of outside Speakers

Where people from external agencies are invited into the Ysgol Hendrefelin they are 'visitors' and will be seen as contributing to the Ysgol Hendrefelin 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, WCADA.

Where a pupil/group are demonstrating a higher level of substance misuse, identified through Incident and Welfare Forms, the school will seek advice and guidance from WCADA who are based in Neath Port Talbot. Their services include:

- Advice, information, support and counselling, face to face or over the phone.
- Group work such as alcohol and drug awareness and anger management.
- Diversionary activities eg. Music classes, IT, Art and you tell us what you want.
- Practical support – education, training and employment support, and benefits and housing advice.
- Referral to medical interventions such as prescribing or detox following assessment.
- Referral to residential rehabilitation – pre and post advice and support.
- Staff training

Communication and Implementation

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

At Ysgol Hendrefelin the member of staff with responsibility for Substance Misuse is **Ryan Duford or Nick Lloyd**.

Ysgol Hendrefelin governors will review this policy in line with the review policy timetable.

Governors may also be involved in disciplinary proceedings as and when required.

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 Deputy or Assistant Head teacher
- The Lead Child Protection Teacher

Media Contact

Staff at Ysgol Hendrefelin 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 to be referred to the Neath Port Talbot County Borough Council Press Office.

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
An adult collecting a child or young person appears to be under the influence of drink and/or drugs	Apply All Wales 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	Consider obtaining medical advice, note relevant facts and inform parent/carer
Substances are being supplied on, or near premises	Contact police
There is ready access to controlled drugs	Contact police
The premise has potentially hazardous substance misuse related litter e.g. needles, syringes	Arrange safe removal of litter according to Health and Safety Policy, involve police if related to illegal substance misuse
Substance misusers behaving aggressively	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	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

Appendices

To support staff in the decision making process when dealing with an incident related to substance mis-use we have attached Appendices A, B, C and D. They are Flow Charts to help with the objective assessment of an incident.

Appendices A, B and C are from Welsh Government “Guidance for Substance Mis-Use Education” Guidance Document 107/2013.

Appendix D is from Welsh Government “Guidelines for Schools and School Community Police Officers Working Together”.

Contact with Parents/Carers

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 Ysgol Hendrefelin 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 Ysgol Hendrefelin.

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 Ysgol Hendrefelin 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 Ysgol Hendrefelin 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.

It is not the role of the Ysgol Hendrefelin 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 (see NPT Policy).

Recording of Incidences

At Ysgol Hendrefelin, 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
- Welfare Concern 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

Ysgol Hendrefelin has no role in dealing with drug incidents outside Ysgol Hendrefelin 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 Ysgol Hendrefelin for drug trading
- If found on pupil in Residence.

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 Ysgol Hendrefelin 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 (see Child Protection Policy)
- 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 fulfill 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 Ysgol Hendrefelin intends to use any sensitive information.

Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to Neath Port Talbot County Borough Council's Employment and Disciplinary Policy and Procedures.

Procedure for Dealing with Adults (not staff)

Ysgol Hendrefelin 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 Ysgol Hendrefelin 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 Ysgol Hendrefelin 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 Ysgol Hendrefelin 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.

Relationship to other policies & Frameworks

This policy has links to:

- Health and Safety
- Medicines
- Confidentiality
- Pastoral Support
- PSE
- Healthy Schools
- Drug Education and the Management of Drug Related Incidents
- Child Protection

Implementation and Monitoring

- The governing body at Ysgol Hendrefelin will nominate one or more individual governors to take specific responsibility for the Substance Misuse Policy.
- A member of the SLT liaise with the Governing Body for the coordination and management of the policy.
- SLT will ensure that there is adequate training and resources for staff involved in the delivery of the aims and objectives of the school's Substance Misuse Policy.
- Progress will be monitored at regular intervals by SLT and Governors.
- Pupils will be involved in monitoring and progress through the School Council.
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Location and Dissemination

A copy of this policy can always reliably be found:

On the staff section of Ysgol Hendrefelin server (*Electronic version on Hwb/Ysgol Hendrefelin/Policies*) Via the Ysgol Hendrefelin Main Administration Office.

This document has been disseminated to:

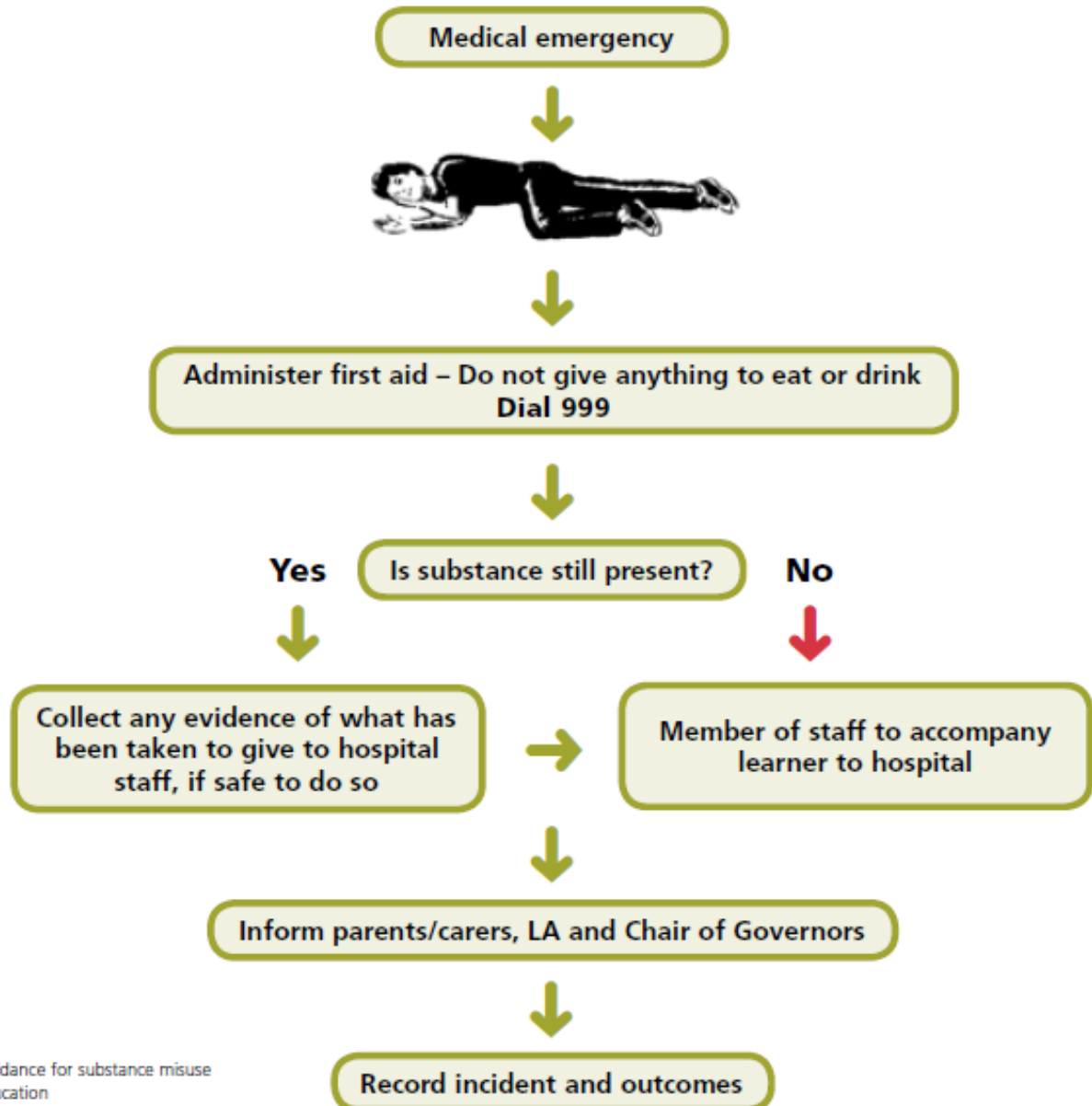
Staff & governors and notification of availability has been disseminated to:
Parents/Carers and Pupils.

Appendix A

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.

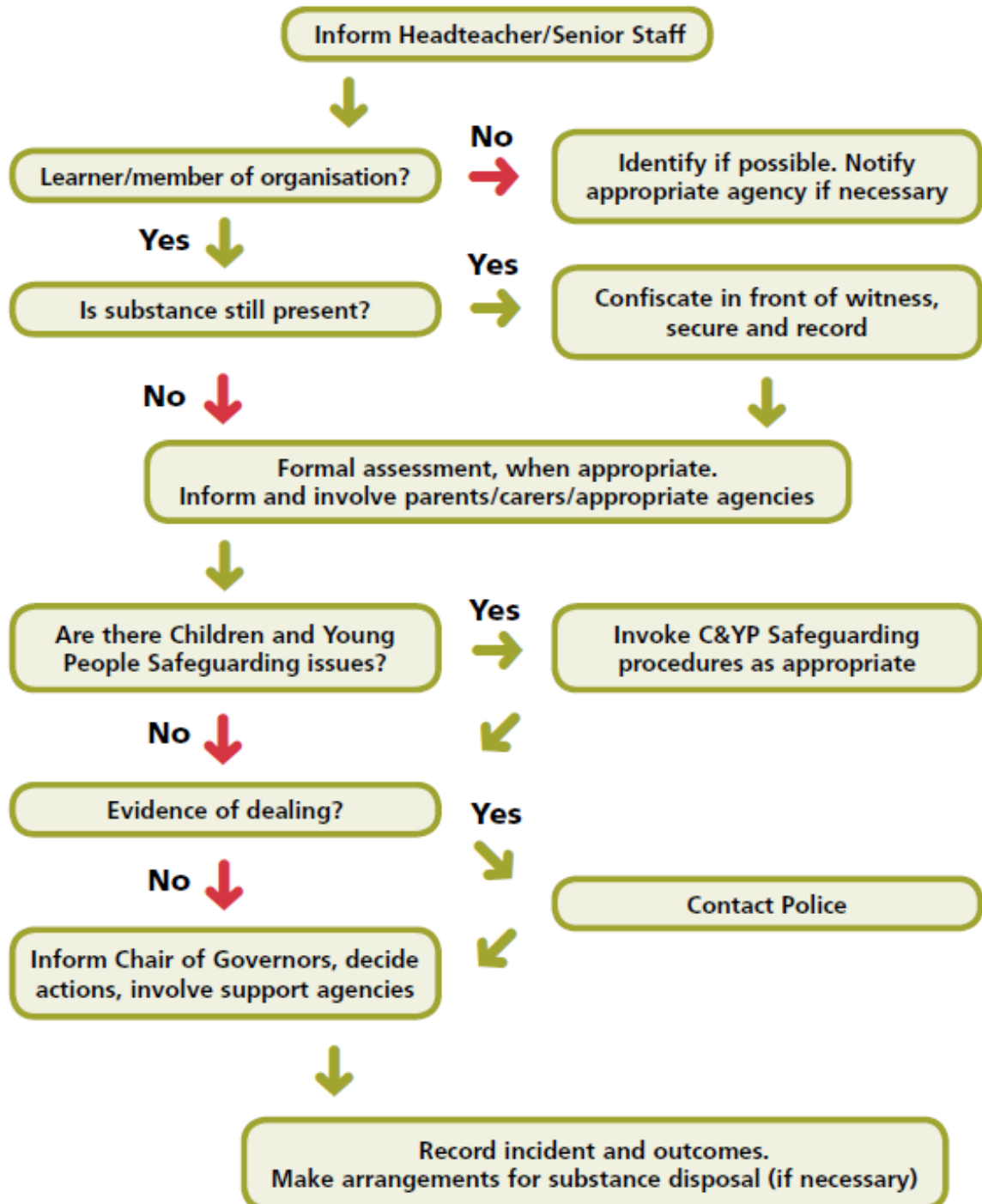


Guidance for substance misuse
education
Guidance document no:

Appendix B

A suggested response procedure: actual incident

This procedure covers both legal and illegal substances.

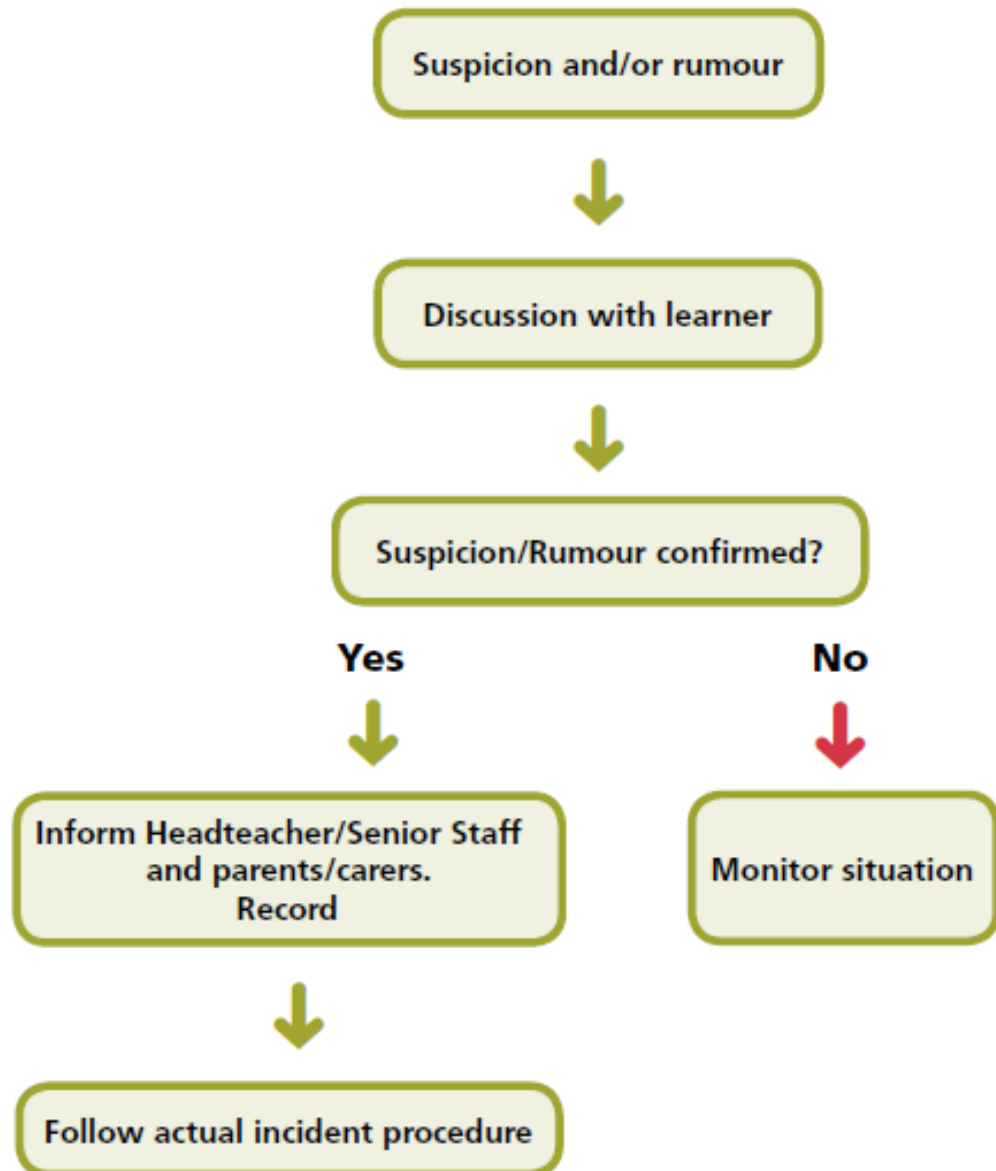


Guidance for substance misuse
education

Appendix C

A suggested response procedure: suspicion or rumour

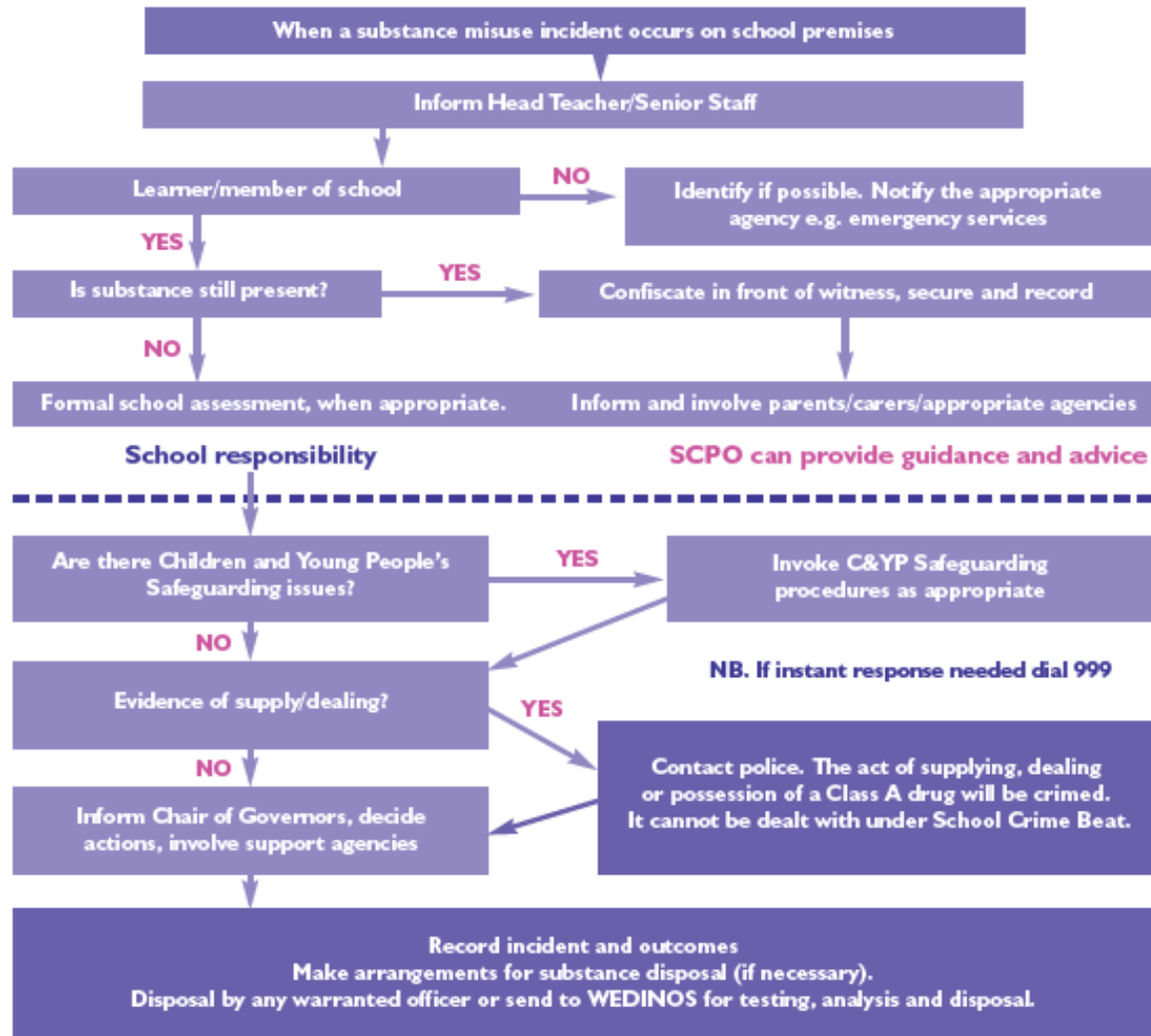
This procedure covers both legal and illegal substances.



Appendix D

Substance Misuse Appendix B

A suggested response procedure: actual incident.
This procedure covers both legal and illegal substances



Substance misuse

School policy must be followed for both rumour/suspicion and actual incidents.

Police involvement in substance misuse incidents would not occur until 'formal assessment' stage (Guidance doc for Substance Misuse Education doc: 107/2013 p45) In relation to the SCPO this should take the form of guidance and advice.

Any investigations are likely to be undertaken by other officers e.g. response or Local Policing Teams.

When making arrangements for substance disposal, any warranted officer may attend or the substance may be sent to WEDINOS for testing and analysis.

SCPOs should be made aware of any substance misuse incident that occurs in the school.