

# Baden Powell Primary School



**Substance Misuse Education**

**and**

**Incident Management Policy**

## **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.

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

- Wellbeing Policy
- Safeguarding Policy
- Health & Safety Policy

## **The Schools Stance on Drugs**

Baden Powell 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 PSE 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.

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 Baden Powell 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)
- Support through appropriate agencies such as Barnardos
- 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.

Break time and lunch time detention

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. These records will be kept by the Headteacher in a Child Protection file. 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.

## **Location**

A copy of the Substance Misuse Policy will be located in the Head Teacher's office and the school website.

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 (PSE Coordinator).

## **Substance Misuse Education in the School**

Substance Misuse Education forms part of the following frameworks:

- PSE
- RE
- PE
- Science

## **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 other staff within the school are used to support the provision of substance misuse education, such as school nurses and Police Liaison Officer for the school.

### **Starting where the Pupils are**

A needs assessment is carried out with pupils prior to any substance misuse education taking place. This ensures that any drug education is content, age and experience appropriate. This takes the form of initial discussions with pupils in lessons, pre-lesson questionnaires and their input into the Substance Misuse Policy.

### **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 staff meetings.

Evaluation will be done in the following way:

- Science/topic work books
- Self Evaluation
- School Council feedback
- 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. Wear pierce-proof gloves and use a pair of tongs as necessary. 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.

### **Informing Governors**

***Head Teachers will notify the chairperson of the Governing Body and the lead Governor on drug issues about any significant substance-related incident. This will be done in advance of any information being generally known.***

Details will be provided in such a way that the identities of young people are not disclosed. This will ensure:

- that confidentiality is preserved
- that the chairperson is not compromised or precluded from considering any subsequent decision of the Head Teacher to exclude the pupil from school.

***If individual governors enquire about an incident the Head Teacher should refer them to the chairperson.***

### **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 Smokefree Environment**

***A no-smoking policy is a legislative requirement.***

- **Baden Powell Primary School is a smoke free school**, and smoking is prohibited, this includes the use of e-cigarettes and Shisha. No smoking & No e-cigarette signage is displayed around the school grounds.
- Any pupil found smoking will face the same sanctions as those using any other type of drug.
- No smoking signs are displayed at all entrances to school grounds.
- 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 a No Smoking signs
- Informing parents of new entrants of our school's No Smoking on school grounds policy.

- Ensuring that organisations/individuals using school facilities agree to comply with our No Smoking/ Substance misuse 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 (including electronic cigarettes), for example; field trips, sporting events.
- Declaring a no smoking zone at school site entrances and the school grounds.
- 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 Smoke-free Environment section mentioned in the above section.

### **Recording of Incidents**

Incidents will be recorded on a record of substance misuse-related incident form (see Appendix A for the substance misuse recording form). 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 by the Headteacher 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, qualified first aiders are clearly identified in the school

- An updated list can be obtained from the school office.

## **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, if appropriate.

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 Schools Service press 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
- Wellbeing policy

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

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

Support offered to these pupils includes:

- EHWB team involvement
- Educational Psychologist involvement
- Educational Welfare Officer involvement
- Social Services support
- Information and support to access local non-statutory substance misuse organisations.

**Appendix A**  
**Substance Misuse Incident Recording Form**

RECORD OF SUBSTANCE MISUSE INCIDENT

School:	Date of Incident:	Date & Time Reported:	Reported By:
Name(s) of Pupil(s) Involved:	Date(s) of Birth:	Home Contact Number(s):	
Description of Incident:			
Category of Incident	Action Taken	By Whom	Contacted
Drug Related Litter on or near School Premises			
Suspicion, Allegation & Disclosure in & out of School Activities			
Symptoms of Drug Misuse			
Pupils/Parents with Drugs on School Premises/Trip/Transport			
Pupils/Parents taking Drugs on School Premises/Trip/Transport			
Pupils/Parents selling/supplying Drugs on School Premises/Trip/Transport			
	Removed By:	Where Retained:	Receipt Given & Counter Signed:

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Contacts Made (Where Appropriate):

Category of Incident	Contact Number	By Whom	Contact Time	Arrival
Police (make note of Incident number)				
Ambulance				
Other Health Professionals				
Social Services Child Protection Team				
Youth Offending Service				
Environmental Health				
Schools Service				
Local Drug Support Agency eg Inroads				
Substance Misuse Education and Advice Service				

Pupil Interview Details (as appropriate):

If a member of staff is required to be present a summary should be detailed below:

RECORD OF EVENTS

TIME:		DETAILS:	
OUTCOME:			
Signed:		Witnessed by:	
Title:		Title:	
Date:		Date:	

**This policy was published in:** November 2018

Review Date:

Head Teacher .....

Chair of Governors .....

Dated .....