**Pentrehafod School   
Substance Misuse Policy**



Reviewed: February 2022

Reviewed by: M Goulding

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**1. Policy Purpose**

1.1 Pentrehafod School has a whole school approach to substance misuse as part of our ongoing commitment to being a healthy school. This policy aims to enable all students to make informed choices by increasing their knowledge and providing opportunities to explore their own and others’ attitudes. It takes into account the Welsh Government Guidance for Substance Misuse Education ([guidance-for-substance-misuse-education.pdf (gov.wales)](https://gov.wales/sites/default/files/publications/2018-03/guidance-for-substance-misuse-education.pdf)) and the Working Together To Reduce Harm (2019) Substance Misuse Annual Report ([35642 Working Together to Reduce Harm (gov.wales)](https://gov.wales/sites/default/files/publications/2019-10/substance-misuse-annual-report-and-forward-look-2019.pdf))

1.2 The school condones neither the misuse of drugs (including tobacco) nor alcohol by Students and students of the school, nor the illegal supply of these substances.

1.3 Smoking is not permitted anywhere on the school site. (This includes e-cigarettes).

1.4 The school is committed to the health and safety of its students and will take action to safeguard their wellbeing.

1.5 The school acknowledges the importance of its pastoral role in the welfare of young people, and through its general ethos, will seek to persuade Students in need of support to come forward.

**2. Relationship to other policies**

This policy relates is linked to a number of internal and external policies and guidance documents:

Achievement and Sanction Policy (School)  
Health and Safety Policy (School)  
Administering of Medicines Policy (School)  
Anti-Smoking Policy (School)  
Curriculum Policy (School)  
ALN Policy (School)  
Safeguarding and Child Protection Policy (School)   
Exclusion from Schools Guidance (Welsh Government)

**3. Policy Rationale**

3.1 Substance misuse is a term encompassing all mind-altering substances, commonly referred to as "drugs", and includes other legal substances such as tobacco, e-cigarettes, alcohol, solvents, prescription drugs, and other illegal substances including, but exhaustive, heroin, cocaine, ecstasy, amphetamines, LSD, GHB, and Cannabis.

"There will still be some young people of school age who choose to experiment with illegal drugs even if they have both the knowledge of the risks and the skills to resist peer pressure. Schools, therefore, need clear policies and procedures for dealing with drug-related incidents on school premises and for working with other services concerned with young people to offer appropriate advice and support"

DFEE Circular 4/95

3.2 Some Students may need to bring long term medication in to school. Parents must adhere to the School’s Administration of Medicines policy and sign a disclaimer for their child/children. These medicines must be given to a member of staff for safe keeping in the staffroom.

3.3 The school believes it has a duty to inform and educate young people about the consequences of drug misuse. The school takes a pro-active stance on this matter, believing that health education is a vital part of the health and wellbeing curriculum of every student.

3.4 Fundamental to the school's values and practice is the principle of sharing the responsibility for education of young people with parents by keeping them informed and involved at all times. Effective communication and co-operation are essential to the successful implementation of this policy.

**4. Objectives in Respect of Substance Use and Misuse**

4.1 To safeguard all students in the school.

4.2 To enable Students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.

4.3. To provide accurate information about substances.

4.4. To increase understanding about the implications and possible consequences of use and misuse.

4.5. To widen understanding about related health and social issues, e.g. crime, HIV and Aids.

4.6. To seek to minimise the risks that potential users face.

4.7. To enable young people to identify sources of appropriate support, including the relevant agencies.

4.8. To create an atmosphere in which the use of substances on the school premises is unacceptable.

4.9 These objectives will be fulfilled through the taught curriculum (mainly through PSE, Scope, Welsh Baccalaureate and HWB), the informal curriculum and through opportunities for extra-curricular activities. Education on substance issues forms an important and integral part of the PSE, RSE and HWB curriculum and is formally included in Schemes of Work. Substance education also takes place through the tutorial programme and assemblies. Where appropriate the school offers extra-curricular activities to enhance the substance education programme.

4.10. The school actively co-operates with outside agencies such as the Police, Social Services and Health & Drug Agencies (BAROD, Choices) to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse.

**5. The Roles of the Headteacher and the Governing Body**

5.1. The headteacher takes over all responsibility for the policy and its implementation and will have general responsibility for dealing with substance related incidents.

5.2. The headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

5.3. The headteacher will ensure that clear procedures are in place for responding to drug-related incidents.

5.4 The headteacher will ensure that those who have a concern about drugs are provided with support

5.5 The headteacher will ensure that sanctions for incidents are consistent with the school’s achievement and sanction policy

5.6 The headteacher will ensure that the school the school actively co-operates with other agencies such as community police, social services, the LEA and health and drug agencies to deliver its commitment to drugs education.

5.7 The headteacher will take responsibility for liaison with the media where appropriate.

5.8. The Governing Body will be involved in substance education and substance-related incidents in the same manner as any other matter concerning the direction of the school.

**6. The Roles of all school staff**

6.1 All school staff will report incidents of drug misuse to a member of the Headship Team.

6.2 All school staff will implement the drug education programme and attend training when necessary

6.3 All school staff will enable Students to make healthy, informed choices by increasing knowledge

6.4 All school staff will ensure they work with children to discuss the problems of peer pressure and link with work provided by the Police Liaison Officer via their Learning Leader/RSL/SLT.

6.5 All school staff will promote positive attitudes towards healthy lifestyles

6.6 All school staff will provide accurate information about substances

6.7 All school staff will enable young people to identify sources of appropriate personal support

**7. The role of all parents/carers**

7.1 All parents/carers will endorse the school’s approach to drugs education

7.2 All parents/carers will work in partnership with the school to overcome the misuse of drugs.

**8. Guidelines on Dealing With Drugs-related Issues Taking Place in School**

8.1. As clearly stated in the school rules, cigarettes (including e-cigarettes), alcohol and illegal substances are strictly forbidden in school.

8.2. In responding to incidents involving cigarettes, alcohol and illegal substances, the appropriate school procedures should be followed. (See Appendix A)

8.3. It is important that each case be documented fully as soon as possible after the incident and in any case within 24 hours. This must be logged via MyConcern.

8.4. Parents/guardians must be informed and any external agencies that are involved with the student.

8.5 Immediate action is needed when there is a clear risk to safety, for example:

Exemplars from Welsh Government Guidance

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| --- | --- |
| **EXAMPLE** | **ACTION** |
| An adult collecting a child or young person appears to be under the influence of drink and/or drugs. | Apply locally agreed 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 and 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 etc. | Arrange safe removal of litter according to Health and Safety policy, involve the 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 |

**9. Sanctions**

9.1. Each incident will be considered on its own merit. In deciding on appropriate sanctions, the Headteacher will give suitable consideration both to the Student involved and to the welfare of other Students in the school.

9.2. Where a student is found to be smoking tobacco on site (or in possession of smoking materials), the usual sanction will be internally excluded. (All smoking materials will be confiscated). Repeated offenders may be internally or externally excluded. They will also be required to attend a smoking cessation meeting with the school nurse and/or may be offered further additional support from external agencies.

9.3. Where a Student is found to be in possession of other illegal substances, the Student will be excluded from school for a fixed term period, pending investigation. The Headteacher will then decide an appropriate sanction, which may be full-time alternative provision depending on whether drugs were being supplied to other Students.

9.4 Where such an incident takes place away from the school e.g. on school trips, away school fixtures or work experience, then these will be dealt with in line with all school policies. Students’ behaviour in the immediate vicinity of the school or on a journey to or from school can, for example, be grounds for exclusion.

9.5 Where the incident, involves a student with special educational needs (SEN), including those with behavioural, social or emotional needs, the school will have due regard for such students. Other than in the most exceptional circumstances, the school will avoid permanent exclusion for students with statements of of SEN. This is in line with the Special Educational Needs Code of Practice and WG guidance on exclusions from school.

**10. Monitoring and Evaluation**

10.1 The headteacher will report at least once a year on the programme for teaching about drugs, the number and nature of drug-related incidents, and the outcomes of any disciplinary proceedings. These will be analysed by gender, ALN, ethnicity, FSM and year group and compared to previous years.

**11 Procedure for Dealing with Incidents Involving Staff**

11.1 Substance misuse related incidents involving staff is subject to Pentrehafod School’s Employment and Disciplinary Policy and procedures.

11.2 Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.

11.3 Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.

11.4 Supply of illegal drugs or alcohol to school students in school or on school visits is potentially gross professional misconduct and would normally be reported to the General Teaching Council for Wales.

**12. Procedure for Dealing with Adults (not staff)**

12.1 The school is not able to release Students into the care of other adults where there is a possibility of harm to that Student. Where there is evidence that parents or carers arriving at school to collect children are under the influence of drugs or alcohol, either social services or the police will be contacted in line with the school’s child protection policy.

12.2 Where any member of the school community, staff, parent or visitor is or appears to be under the influence of alcohol or illegal drugs on the school premises without the prior agreement of the head teacher, they will be asked to leave immediately and action taken to ensure their safety, with supervision if necessary. Where illegal substances are involved, the police will be informed.

12.3 It is important that staff do not report incidents and/or issues concerning drug misuse to the local press and media generally. The Head teacher, in consultation with the LA and Governors will deal personally with such queries.

**13. Recording of Incidents**

13.1 Staff dealing with a substance misuse incident should make prompt and accurate factual records of what has happened using school based Incident Record forms and should request adult witnesses or outside personnel (such as a police officer) to sign relevant parts of the record.

**14. Searches**

14.1 Staff are not permitted to search Students. In the unlikely event of a student being suspected of having a substance concealed on them, Teachers should ask the pupil for their consent to be searched. If they consent then teachers should be mindful of physical contact and should have a witness present. If pupil’s possessions are searched it should be in the presence of the pupil and another member of staff. If he does consent and parents complain then any complaints about searching should be dealt with through the normal school complaints procedure. The Headteacher will contact the parent and might in an extreme case invite the police to exercise their powers of search.

**15. Safeguarding and Confidentiality**

15.1 The school recognises that dealing with a substance-related incident is likely to involve recording and passing on to other people or agencies personal and confidential information

15.2 The Headteacher is responsible for the safe storage of documents / information concerning any substance related incident.

15.3 Staff should not promise confidentiality to anyone disclosing an apparent incident of substance misuse as it may be necessary to invoke local Child Protection procedures if a child’s safety or welfare is under threat.

**16. Volatile substances**

16.1 Currently the school has no volatile substances that are kept on the premises such as: aerosol propellants, butane, solvents etc. If in the future there is a need for this then it is the responsibility of the Headteacher to ensure safe and secure storage of such items.

16.2 All cleaning substances are kept under lock and key (COSH guidelines).

**Appendix A**

Procedure for dealing with incidents involving cigarettes, alcohol and illegal substances

1. Cigarettes/E-cigarettes

i) When a Student is found to be in possession of smoking materials, these materials should be confiscated and given to the Learning Leader/RSL or a member of the Headship Team.

ii) Where a Student is found to be smoking on school premises, the matter should be reported immediately to the appropriate Learning Leader/RSL or a member of the Headship Team.

iii) The Student will be internally excluded.

iv) Parents will be notified.

v) Details of the incident will be recorded on MyConcern/PARS/SIMS

vi) Repeat offenders may receive a fixed-term exclusion and be dealt with in line with the smoking policy

2. Alcohol

i) When a member of staff suspects that a child may be under the influence of alcohol, the RSL or a member of the Headship Team should be called immediately.

ii) Where a child is found to be in possession of alcohol, he/she should be taken to a member of Headship Team.

iii) The alcohol should be confiscated and passed on to the Headship Team.

iv) Parents will be contacted at the earliest opportunity and asked to collect the student from school.

v) The school will advise parents on possible sources of help and support e.g Alcohol Concern/DrinkIine.

vi) The Headteacher will ensure that the incident is fully investigated and will then decide on appropriate sanctions, which may include a fixed term exclusion.

vii) Parents will be informed of the sanction.

3. Illegal Substances

When a member of staff suspects that a student may be either in possession of an illegal substance or under the influence of an illegal substance, a member of the Headship Team should be notified immediately.   
  
Students found in possession

i) The Headship Team member will investigate.

ii) The substance will be confiscated and given to the Head/Deputy Head.

iii) The parents will be contacted and informed.

Iv) The police may be notified. They may take the student to the police station to be interviewed.

v) The Head will exclude the student for a fixed term pending further investigation, and then decide on an appropriate sanctions, which may include permanent exclusion, depending on the student’s previous history and whether drugs were being supplied to other students.

vi) The school will advise parents on possible sources of help and support.

Students found to be under the influence of drugs or solvents

i) In serious cases, an ambulance should be called first.

ii) In all other cases, the parents will be contacted to remove the student from school.

iii) The police may be notified.

iv) The Head will exclude the student for a fixed term pending further investigation, and decide on appropriate sanctions, which may include permanent exclusion.

**Appendix B** **Checklist for interview children and young people**

This checklist must be considered for each incident

|  |  |  |
| --- | --- | --- |
| Action | Completed | Initials |
| The learning leader/raising standards leader/headship team\* (\*Please delete as appropriate) |  |  |
| All affected parties have written a statement outlining what has happened and has signed it |  |  |
| All evidence has been confiscated and photographed by the investigating officer including the downloading of CCTV footage |  |  |
| Student(s) internally excluded until parents come to collect in the case |  |  |
| Parents/Carers contacted and come to the school to meet with the learning leader/raising standards leader/headship team\* (\*Please delete as appropriate) |  |  |
| Have the police been notified e.g. intelligence form. Yes/No\*  (\*Please delete as appropriate) |  |  |
| Does the child have external agency involvement e.g. SSD, EHH and have they been informed? Yes/NA\* |  |  |
| Incident has been logged on MyConcern/PARS/SIMS including evidence? |  |  |
| In the event of an exclusion, please follow the exclusion process. |  |  |

**Supplementary Information**

I) Remind child/young person of the policy regarding substance misuse and the procedures to be followed to investigate the incident, including the intention to contact parents/carers and police where necessary.

ii) Ask child/young person to hand over any substances. If reluctant to do so, explain that the request will be repeated in presence of parents/carers and possibly police. It is not lawful to carry out personal searches unless there is a suspicion that the child/young person is in possession of a weapon.

iii) Once the investigation has finished, give consideration to the guidance, which has been given in terms of sanctions and the involvement of other agencies.

iv) Parents/carers should be allowed access to the child/young person with a member of staff present at all times.

v) Where police involvement is necessary every attempt should be made to have parents/carers present.

**Appendix C**

**PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Incident** | **First Occasion** | **Second Occasion** | **Third Occasion** |
| **Possession of ‘illegal highs’, Class C drugs or cannabis** | Fixed term exclusion whilst pastoral intervention negotiated. **Possible permanent exclusion after assessment and investigation.**  Referral to appropriate external agencies, Police, and student commitment to help, behaviour assessment, further risk assessment for school (e.g. to ensure curriculum/pastoral programmes address issues raised), incident logged, parents and student understand legal position from Head Teacher.  Substances confiscated, photographed and destroyed where possible. | **Permanent Exclusion.** |  |
| **Possession of Alcohol** | **Fixed term exclusion.**  Substance confiscated. Parents called to collect student.  Incident logged. | **Fixed term exclusion.**  Substance confiscated. Parents called to collect student. Risk assessment for student and school. Possible behaviour/ health intervention. Contractual agreement with parents. Governors Disciplinary. | **Permanent Exclusion.**  Further risk assessment and behaviour assessment. Continued disregard for school rules/ intervention programme. |
| **Possession of suspected Class A or B drugs** | **Fixed term exclusion whilst substance verified / pastoral intervention negotiated.** Substance confiscated. Parents and Police contacted. Risk assessment for student and school. Referrals to external agencies.  **Possible permanent exclusion after assessment and investigation**. Review process: reassessment of risk after intervention. | **Permanent Exclusion.** |  |
| **Supplying of illegal drugs (all classes)** | **Fixed term exclusion whilst pastoral intervention negotiated. Possible permanent exclusion after assessment and investigation.**  Substance confiscated. Parents contacted and Police, if appropriate. Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use. | **Permanent Exclusion** |  |
| **Dealing illegal drugs for profit** | Fixed term exclusion whilst pastoral intervention negotiated. **Possible permanent exclusion after assessment and investigation.** Substance confiscated. Parents and Police contacted. Risk assessment for student(s) and others in school. Investigation into any network of illegal drug use. Review process: reassessment of risk after intervention | **Permanent Exclusion** |  |

This Policy was presented to Governors on **16th March 2022**.

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It will be reviewed in **June 2023** or if National and Local Policy or Guideline is updated.

Signed……………………………………………….

**Mrs M Hughes**

**Chair of Governors**