



SUBSTANCE MISUSE

Last Review Date	February 2015	Leader of Policy Review	Adopted most recent LA Policy from 2013 Mrs E McIntyre, Mrs J Cooper
Associated Policies	Behaviour, Child Protection, Exclusions, Health and Safety, Personal and Social Education, Respecting Others		

The policy has been formulated with reference to the strategy document: *‘Working Together to Reduce Harm: The Substance Misuse Strategy for Wales 2008-2018’*. It has been written in conjunction with the Local Education Authority and key partners. The format is taken from the substance misuse guide WAG 17/02 PSE Framework 2008 DFES Drug Guidance for Schools (February 2004).

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society. Effective substance misuse guidance enables children and young people to make responsible, well informed decisions about their lives. This policy ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales and is the agreed policy within all secondary schools.

DEFINITIONS and TERMINOLOGY

This policy covers the wide range of substances, both legal and illegal, which are misused in Wales. The standard definition used in this policy for substance misuse is:

‘A substance people take to change the way they feel, think or behave’ - United Nations.

Examples:

- **Tobacco and E cigarettes**
- **High caffeine canned drinks**
- **Alcohol**
- **Steroids**
- **Drugs (over the counter, prescription, illegal and new and emerging)**
- **Volatile substances.**

Under the Misuse of Drugs Act 1971 the following are offences:

- Possession of a controlled drug unlawfully
- Possession of a controlled drug with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs

All schools have a responsibility to ensure that the activity of students, staff and visitors adheres to the law relating to substance misuse. In order to comply with these requirements of this policy, the Headteacher will:

- Ensure the Substance Misuse Policy is in place and that it is understood by all relevant individuals including students
- Maintain vigilance over the school premises and grounds through the duty teams operating to the best of their abilities within the constraints of time and coverage
- Establish systems to oversee and co-ordinate substance misuse procedures
- Keep a record of all substance misuse incidents
- Follow any advice from police and liaise closely with them to ensure that there is an agreed local policy for dealing with the range of illegal substance misuse incidents which might arise

In all matters appertaining to managing substance misuse, the first concern must always be the health and safety of the whole school community.

PURPOSES and PRINCIPLES

- To establish the legal requirements and responsibilities of the school and clarify their approach to substance misuse for all staff, pupils and governors, parents/carers, external agencies and the wider community.
- Enable staff to manage incidents of substance misuse with confidence and consistency, ensuring their response complements the overall approach to the values and the ethos of the school, whilst ensuring the best interests of those involved.
- Reinforce and safeguard the health and safety of pupils and whole school community and others who use the school.
- Give guidance on developing, implementing and monitoring the schools PSE programme in conjunction with the All Wales core programme.
- Provide a basis for evaluating the effectiveness of the school substance misuse education programme.
- The school will not permit smoking in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the school. This policy extends to the use of the building outside school hours.
- The use of electronic cigarettes is also not permitted on the school premises and grounds. Whilst it is recognised that their use may be of benefit in tobacco cessation, this is not yet evidenced. Further, their resemblance to traditional products could create an unwanted perception by others. Reports from Fire Services indicate that these devices present a potential fire hazard. Until further guidance is received from NICE, these products are to be treated as traditional tobacco products.

BROAD GUIDELINES

- The procedures and practices of this policy relate to all times of the day both within the school boundaries and beyond the school premises. Students working in part with other educational organisations are bound by the same procedures as if they were on the school site, as will be the case with school visits regardless of the rules / laws of the venue or host country.
- This policy applies to all staff, students, parents/carers, governors and partner agencies working with the school.
- A wide variety of frameworks will be used to deliver the substance misuse education programme e.g. the use of immersion sessions, assemblies, tutorial time, cross-curricular activities. Staff support will be provided and training encouraged.
- The school will ensure that all incidents are recorded and that the school procedures are followed.
- The school will engage with the School Police Liaison Officer, local police and relevant FCC departments in all methods of prevention and deterrence

POLICY EXCEPTIONS

Although illegal substances have no place in school, there are instances where some substances may legitimately be in school:

- Medicines: Prescribed and over the counter medicines are only permitted for use when authorised by letter from parent to school and for the sole use of child
- Volatile substances: Those used by specific departments in school, for the controlled use of Volatile Substances where they are authorised for use for curriculum purposes, in accordance with relevant CLEAPSS Risk Assessments

Alcohol: If alcohol is authorised at school, for example at parent or community events, the arrangement for storage or use should be adhered to. It is an offence under the Licensing Act 1964 to sell alcohol without a license. The school may obtain an occasional license to sell alcohol under the Licensing (Occasional Permissions) Act 1983. However, no license would be needed by the school to offer alcohol at school events (where no sale takes place) or to store alcohol.

MONITORING and EVALUATING

An audit of the sub-misuse provision will be undertaken bi-annually in light of the new National Curriculum and WAG guidelines for Science and PSE. A comprehensive substance misuse education programme is provided by the school in conjunction with staff, Police Liaison Officer and other relevant agencies/ partners. The Governing Body will be invited to monitor the development of the school's response to substance misuse.

PARENTS/CARERS or RELATIVES

The school recognises that some students will have parents/carers or relatives who take medicines, smoke or drink alcohol. Some may have parents/carers or family members who use illegal drugs. The school will to be

sensitive to the very real possibility that the parents/carers or relatives of some students may be problem drug users. Care will be taken to ensure that the drug education programme takes potential drug use of parents/carers or family members into account so that it does not stigmatise or heighten students' anxieties about their parent's/family member's welfare. Determining and addressing the additional educational needs of children of problem drug users will be a high priority and the school will work in partnership with the Young Person's Drug and Alcohol Team (YPDAT) and other relevant agencies.

STAFF SUPPORT and TRAINING

In-school induction

It is essential that all school staff have general substance misuse awareness and a good understanding of the school's Substance Misuse and other related policies. This understanding should include first steps in managing substance-misuse incidents and identifying and responding to pupils' needs. Staff new to the school and supply staff will have the procedures and policy explained to them as part of their induction.

Continuing Professional Development

All staff will receive updates on relevant substance misuse related matters every two years. Those directly involved in the delivery of substance misuse education will receive appropriate training in knowledge, skills and teaching methodology before they are expected to deliver programmes of study.

MANAGING INCIDENTS OF SUBSTANCE MISUSE

The school ethos should enable students to feel confident to discuss any problems or concerns with staff. They are made aware that staff have access to helping agencies and will deal with such matters in a professional and caring way. The school will not tolerate the misuse or supply of alcohol, tobacco, solvents or illegal drugs on school premises, nor condone the suspected use of illegal substances away from school. All staff have a duty to inform the Headteacher of any information about drug-related incidents. If a case is identified, the Headteacher will ensure that there is coherent record-keeping and management of issues relating to confidentiality, parental contact and police involvement.

Guidance in this section has made reference to the document produced by the Welsh Police Forces entitled 'School Beat Protocol' September 2009.

Supervision

- As part of their duty of care and as a security measure, anyone suspected of using, being in possession of, or under the influence of a legal or illegal substance should be supervised at all times, in isolation.
- Two adults should be present at all times.

Searching

- School staff may not carry out personal searches of students or adults, their clothing or their personal property without consent even if they suspect that the person is in possession of a forbidden substance or article.
- They may however ask someone to turn out pockets, empty bags, etc. If efforts to persuade someone suspected of substance misuse to comply with this request fail, then the school can do either, or both, of the following:
 - In the case of a student, contact parents and request that they come into school and search the pupil and his/her property,
 - Proceed on formal lines and contact the police
- Staff may not detain a student or adult without their consent for the purpose of a search.
- Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused.
- The school will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

On finding a substance

- If legal substances are confiscated they should be disposed of by the designated member of staff for Substance Misuse.
- If illegal substances are confiscated or found, they should be kept in a safe and secure place in school until they can be handed over to the police. Staff must not store them in their own bags, car or home.
- A Substance Misuse Incident Form should be completed by the designated member of staff and filed in the school records. This should be completed for all substance misuse incidents, not just illegal drugs.

Informing the Police

Although there is no statutory requirement for a Headteacher to inform the police when illegal substances are found on a pupil or on school premises, it is clearly good practice to do so. Even if the school intends to deal with such an incident internally, it is strongly recommended by the LA and through this policy that the police should be notified.

Substance Misuse incidents involving adults

This guidance applies also to:

- Teachers
- Non-teaching staff
- Any other adult involved in any school activity, on or off the school site

Any employees of Flintshire County Council involved in substance misuse incidents will be dealt with through the corporate Disciplinary Policy. The Headteacher will make a decision as to how to deal with non-FCC employees involved in such incidents.

CONCLUSION

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society and to enable the school to manage incidents of substance misuse efficiently and sensitively. Effective substance misuse guidance enables children and young people to make responsible, well informed decisions about their lives. This policy ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales and is the agreed policy within all secondary schools.