

# Substance Misuse Education & Incident Policy

## Llanishen High School

This document contains the specific policy and associated information relating to Substance Misuse Education and substance misuse incidents at Llanishen High School

Responsible Staff Member: Mrs J Pearce  
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## **Introduction**

This policy deals with Substance Misuse Education (SME) delivered at Llanishen High School and the school's handling of substance misuse incidents. It has been considered in draft by all relevant parties within the school, including pupil and parent representatives.

Substance misuse in this policy encompasses any legal substance capable of being misused including alcohol, tobacco, e-cigarettes, caffeine-based drinks, medicines (over the counter and prescription) and volatile substances; and all illegal drugs and substances. It includes newly emerging substances.

Substance misuse by young people is perceived to be increasing and is not confined to any ethnic group or social class. Young people who use substances recreationally come from all backgrounds but those who come from difficult home backgrounds often take more risks than those who have high self-esteem.

Llanishen High School takes the issue of substance misuse very seriously. All aspects of school life are directed to the common goal of ensuring that all pupils know they are valued and promoting their health and well-being. Raising self-esteem helps to reduce the incidents of substance misuse and minimise the risks involved.

The Assistant Headteacher Inclusion has overall responsibility for coordinating substance misuse policy. Her role includes:

- overseeing formulation and review of the policy
- implementing monitoring systems
- ensuring evaluation takes place
- managing substance-misuse related incidents
- coordinating and referring to links with external agencies and related policies, e.g. School Crime Beat Policy
- liaising with other local organisations
- keeping up-to-date on substance misuse issues

## **Substance Misuse Education (SME)**

The school seeks to provide all pupils with quality education about substance misuse so that they can make good decisions about substance usage now and in later life. The school accepts that the most effective SME takes place when it is part of a co-ordinated and progressive approach which is skills-based and deals with assertiveness and decision-making. The school seeks to provide accurate and unbiased information in Science and Personal and Social Education (PSE) which helps pupils to make responsible and well-informed choices.

As well as empowering children and young people to make responsible, well-informed decisions about substances, SME aims to sensitively explore and challenge attitudes, values and beliefs through experiential learning and reflection. Outcomes sought include:

- minimising the number of young people engaging in substance misuse
- delaying the age of onset of first use
- reducing the harm to those already engaged in substance misuse
- enabling those who have concerns to seek help and support

Schools are required to deliver science in the National Curriculum for Wales, including aspects relating to substance misuse. The PSE curriculum, which is delivered at Llanishen High School as a free-standing subject at Key Stage 3, is not statutory but the school seeks to deliver the PSE learning outcomes in accordance with the Personal and Social Education Framework for 7 to 19 year olds in Wales. The SME programme has been audited and mapped against the PSE framework and National Curriculum Science.

The table below sets out progression in SME and identifies the content at each key stage in terms of knowledge, skills and attitudes.

Key Stage 3 (11-13 years)	Key Stage 4 (14-16 years)
<ul style="list-style-type: none"> <li>• Know that smoking damages the lungs. (Sc).</li> <li>• Know that the abuse of alcohol, solvents and other drugs affects health. (Sc)</li> <li>• Know the effects and risks from the use of legal and illegal drugs and know the laws governing their use. (PSE)</li> <li>• Be assertive and resist unwanted peer pressure. (PSE)</li> <li>• Make decisions effectively. (PSE)</li> <li>• Have a responsible attitude towards keeping the body safe and healthy. (PSE)</li> </ul>	<ul style="list-style-type: none"> <li>• To understand the effects of smoking on cilia and mucus in the respiratory system and the consequences for the individual; the link between cigarette smoking and lung cancer and emphysema and the consequences of these conditions. (Sc)</li> <li>• To understand the fact that some conditions are affected by lifestyle choices: the effects that alcohol and drug abuse have on the chemical processes in people’s bodies. (Sc)</li> <li>• To know how some conditions can be prevented by treatment with drugs or other therapies. (Sc)</li> <li>• To understand the dangers of contracting HIV by the use of intravenous drugs. (Sc)</li> </ul>

**External Deliverers of SME**

PSE and science lessons about substance misuse are normally delivered by teachers but there are sometimes contributions from outside speakers, especially from the police school liaison officer and other police officers as part of the All Wales School Liaison Core Programme.

All visitors must provide consistent messages in line with this policy. To ensure this, details of lesson content are provided in advance and checked by the Subject Leader for PSE; and teachers are present during external delivery sessions and take an active role in supporting learning.

The Police currently provide schemes of work for key stages 3 & 4 on illegal substances and the law; crime and consequences; and personal safety risks and dangers. All of these are consistent with and contribute to the delivery of SME at Llanishen HS.

KEY STAGE	DRUGS & SUBSTANCE MISUSE	SOCIAL BEHAVIOUR & COMMUNITY
3	Alcohol- Think about Drink! Solvents- Solving the problem!	Kiddo's Choice? The Consequences of Crime
4	Alcohol Double Trouble! Class Act/DnA Day	

### **Management, monitoring and evaluation of SME**

Delivery of SME through PSE is monitored by lesson observation and sample marking.

### **Management of Substance Misuse Incidents**

This policy relates to incidents which take place on school premises, on dedicated school transport or other travel to and from school and on educational visits, including residential visits. The policy covers disclosure by pupils of incidents at home or within the family situation which put the pupil or other children at risk. It also covers all those visiting or working on the school site – pupils, staff, governors, parents, visitors – both during and outside school hours.

#### **Types of Substance Misuse Incident**

The types of incidents vary from an early warning of suspected misuse e.g. of cigarette smoking, to overt illegal substance misuse with the consequent threats to the health of children and young people. The types of incidents include the following.

- Litter related to substance misuse around premises e.g. cans, syringes etc.
- Suspicion, rumour or allegations about an individual's activities.
- Disclosure about substance misuse on the premises or while the children/young people are the responsibility of the school, e.g. school/youth club trip. Where more than one youth club/school are involved, (e.g. a sports team) then the overarching organisation's (the local authority) procedure will apply.
- Children and young people clearly displaying signs of substance misuse or under the influence of substances.
- Possession of substances while children and young people or adults are the responsibility of the school.
- Use of substances while children and young people or adults are the responsibility of the school.
- Selling or dealing in substances while children and young people or adults are the responsibility of the school.
- Possession, use or selling of substances by individuals who are not the responsibility of the school but are on the premises e.g. parents/carers, members of the public.
- Smoking on school premises and pupils or members of staff smoking close to the school site.

#### **Smoking and E-Cigarette Incidents**

Smoking and the use of e-cigarettes is banned for all pupils, staff and visitors to the school site. Pupils caught smoking have their cigarettes confiscated and are disciplined in accordance with the school's behaviour policy. For persistent offenders this can lead to exclusion from school. Staff members who break the smoking ban are dealt with in accordance with the staff disciplinary policy. Visitors breaking the ban are asked to leave the school site.

### **Dealing with an incident involving pupils**

Each case should be carefully considered in the light of the individual circumstance and the best interests of the child/young person.

All incidents of substance misuse should be treated seriously and reported to the Designated Child Protection Teacher (Jackie Pearce). Procedures should identify how to respond to different types of incident. The guiding principle must be that the appropriate response protects or safeguards the welfare of the child/young person and/or any other individuals involved in the incident. Staff should be aware that confidentiality is not an option if children and young people are at risk. The deciding factor is the degree of risk to the child/young person. Confidentiality may be broken against the wishes of the person confiding the information when necessary:

- where there is a children and young people safeguarding issue
- where the life of a person is at risk or there is risk of serious harm to others
- when criminal offences are disclosed.

### **Incidents can be classified according to speed of action required.**

Some incidents require immediate action; others require time for assessment of information, seeking advice and the involvement of other agencies.

**Immediate action** is needed when there is a clear risk to safety. For example:

- An adult collecting a child or young person appears to be under the influence of drink or drugs.  
Action: Apply locally agreed child protection procedures, involve the police if the adult is aggressive.
- A child/young person/adult appears ill or unsafe as a result of substance misuses.  
Action: Consider obtaining medical advice, note the relevant facts and inform parents/carer.
- Substances are being supplied in or near the premises.  
Action: Contact police.
- There is ready access to controlled drugs.  
Action: Contact police.
- The premises have potentially hazardous substance misuse related litter (needles, syringes).  
Action: Arrange the safe removal of litter, according to Health & Safety Policy; involve police if related to illegal substance misuse.
- Substance misuser behaving aggressively.  
Action: 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.  
Action: Contact social services or specialist substance misuse service for advice on how to respond.

**Less immediate action** Observation, interview, consultation with other agencies and continued monitoring maybe appropriate when there are ...

- Generalised allegations or concerns about a particular child/young person 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 substance.

**Actions requiring referral to other organisations include:**

- Investigation of criminal activity, including searching persons or personal property, i.e. police.
- Apart from immediate first aid, any health or medical emergency which should be attended by 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.

**Action Checklist for a Substance Misuse Incident Involving Children & Young People:**

- The immediate priority is welfare of the child or young person.
- Provide first aid as necessary, minimise risk of harm to himself / herself or others.
- Send for an ambulance if required. Arrange for appropriate adult to accompany child/young person to the hospital.
- Inform parent/carer; invite parent/carer to come to premises.
- If medical treatment is not required, the child/young person should be taken to a private room and supervised by preferably two members of staff.
- A senior member of staff has to quickly establish the facts of the incident, level of involvement and, whether others were involved. The substance misuse incident form (see Annex) should be completed.
- The child or young person should be interviewed and a record kept of the interview. Where medical intervention is necessary the interview follows recovery.
- Arrange interviews of staff and other children and young people involved, as witnesses, to establish the facts of the incident and obtain corroboration. Keep records of these meetings.
- Inform the Headteacher as soon as possible.
- Contact the police for advice and/or involvement as necessary.
- Once investigation has finished, assess the appropriate response and involve other organisations as required by this policy.

**Checklist for Interviews with Children & Young People:**

- Remind child/young person of the policy regarding substance misuse and the procedure to be followed to investigate the incident, including the intention to contact parent/carer and police.
- Ask child/young person to hand over any substances. If reluctant to do so, explain that requests will be repeated in the presence of parents/carers and possibly the police. **It is not legal to carry out personal searches but members of staff may carry out searches of belongings.**
- Once investigation has finished, give consideration to the guidance, which has been given, in terms of sanctions and the involvement of other agencies.
- Parent/carers should be allowed access to the child/young person with a member of staff present at all times.
- Where police involvement is necessary, every attempt should be made to have parents/carers present.
- Any formal police interviews on site can only be carried out with the parents / carers present.

### **Procedures for Dealing with Incidents Involving Adults:**

When responding to situations involving adults, safety should be a priority. Some situations will require action in collaboration with other agencies e.g. the police or social services to ensure the safety and protection of any children and young people affected. Other incidents will require observation, data collection and discussion before proceeding.

### **Procedure for Dealing with Incidents Involving Staff;**

Substance misuse involving staff is covered by the staff disciplinary and management of alcohol, drugs and substances misuse at work policies of Cardiff County Council, which have been adopted by the governing body of Llanishen High School. These policies cover allegations, concerns about, or evidence of substance misuse by staff; supply of substances to children & young people; and the procedures to be followed. The primary concern is the welfare of the children/young people in the care of the school. Child protection must be addressed with greater urgency than action to address staff issues.

### **Following up an Incident Involving Substance Misuse:**

The five groups of people who may require follow up are:

- The children & young people involved and their parent/carer.
- School staff.
- The Senior Leadership Team.
- Other children/young people and their parents/carers who are involved in the organisation.
- The wider community.

*All follow up action should keep confidentiality in mind.*

### **Supporting pupils after an incident:**

Responses may include

- Learner assistance programmes
- Counselling referrals, including opportunities for self-referral
- Counselling services independent of, but offered in the school
- Behavioural contract between the school, the pupil and their parents/carers
- Youth support services
- Restorative approaches
- Report sheet.
- Fixed term exclusion.
- Permanent exclusion.

### **Follow-up within the school**

Appropriate staff and management within the organisation need, in accordance with policy, to:

- be informed that a substance misuse-related incident has occurred

- know which substance was involved
- be informed, in some circumstances, of the name(s) of the child/children and young person/people involved
- consider whether any change is needed to the procedure following the incident
- consider any educational needs highlighted by the incident
- de-brief and evaluate procedures of all agencies involved. The results of such de-briefs should be recorded and used to inform fine tuning of local arrangements and responses.

Children and young people and their parents/carers may need to:

- be told the facts about the incident, including the consequences
- have the policy on substance misuse reinforced
- follow an SME programme

#### **The wider community**

Others may need to be involved depending on the nature and extent of the seriousness of the incident. If management think that this is necessary it should be done as soon as possible after an incident has occurred in order to prevent the circulation of misinformation. The name(s) of children and young people involved **must** be kept confidential.

#### **Dissemination and Implementation of the Policy**

- School website
- Parent Mail
- Inset awareness raising for staff

#### **Monitoring and review of the policy**

- Monitored annually and reviewed every three years by the governing body.

#### **Related Policies and Procedures**

- Administration of medication.
- Anti-bullying.
- Arrangement for reporting absence and keeping confidential records.
- Educational visits
- Child protection and procedures
- Behaviour policy
- Inclusion policy
- Staff welfare and disciplinary arrangements.
- Health & Safety

**ANNEX**

**Substances Misuse Incident Form**

School:  LLANISHEN HIGH SCHOOL	Date of Incident:	Date & Time Reported:  Reported by:	
Pupil(s) Involved:	Name(s):	D.O.B.	Home Contact Number:
Description of Incident:			
Category of Incident:	Action Taken:	By Whom:	Contacted:
Substance Related Litter (on or near school premises):			
Suspicious allegations & disclosure of in & out of school activities:			
Symptoms of substance misuse:			
Pupils/parents taking substances on school premises/ trip/ transport:			
Pupils/parents selling/ supplying substances on school premises/trip/transport:			
	Removed by:	Where Retained:	Receipt Given & Countersigned:

**Substance Misuse Incident Form**

Agency	Contact Number:	By Whom/Time	Contact Time:	Arrival:
Police				
Ambulance				
Other Health Professionals				
Health Promotion				
Social Services				
Youth Offending Team				
Environmental Health				
LA				
Local Drug Support Agency				

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: \_\_\_\_\_