

St. Bernadette's Catholic Primary School

Substance Misuse Education and Incident Management Policy



Learn, Live, Believe

Date Approved by Governing Body:
Review Date: May 2024 (or when an incident occurs)

Signature of Head Teacher: 

Signature of Lead Governor for Substance Misuse Issues: Mr Paul Newbury



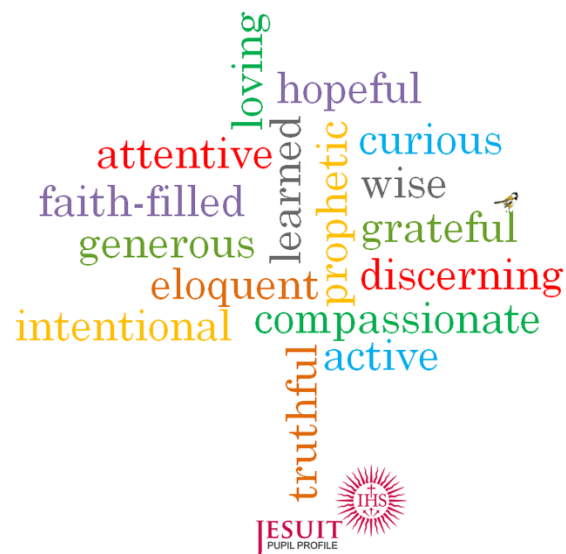
St Bernadette's Catholic Primary School

Mission Statement:

We are a Christ centred community, reaching out to others.

We learn, grow and celebrate together.

We bring our faith to life.



St. Bernadette's Catholic Primary School
Substance Misuse Education and Incident Management Policy

Context

The policy was written with reference to the following Government initiatives and guidance:

- **Welsh Government (2008) Working Together to Reduce Harm (2008-2018)**
- **Welsh Government (2013) Circular 107/2013 Guidance on Substance Misuse Education (2013)**

- **Parental Substance Misuse 2022 NSPCC**

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 (2023).**

The Substance Misuse Policy stands alone complimenting the Health and Wellbeing, Science and other relevant school policies. This policy also integrates the school's Tobacco policy.

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

- **The Positive Relationships Policy**
- **Safeguarding Policy**
- **Parent and Visitor Code of Conduct Agreement**
- **Health & Safety Policy**

What is a Substance Misuse Incident?

A substance misuse incident can vary from dealing with substance misuse-related litter on the school site, suspicion, rumour or allegation about an individual's use, disclosure by a pupil of their or other's use, to overt illegal substance misuse on the premises.

The School's Stance on Drugs

St. Bernadette's Catholic Primary School defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, e-cigarettes, 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 educate both children and parents about the importance of sustaining a healthy life style for themselves and their children; and to develop their awareness of the dangers and effects of substance misuse on both themselves and their children, 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 the misuse of substances within a range of cross curricular activities, in both areas of continuous and focused provision in the Foundation Phase; through our Jigsaw sessions, wellbeing sessions, Science curriculum and the Cornerstones curriculum in Key Stage 2; and as part of focused parent/carer sessions.

Research suggests that the most effective substance misuse education takes place when it is part of a coordinated and progressive approach.

All aspects of school life at St. Bernadette's Catholic Primary School contribute to the common goal of letting young people know that they are valued as human beings. Children are encouraged to talk about their experiences in a safe and secure environment, to supportive and trusting adults. It is our aim that in doing this we raise self-esteem and minimise risk in the area of drug use through our caring pastoral system and good working relationships with outside agencies.

Support for pupils and their families involved in substance misuse-related incidents may include:

- **Pastoral Support programme**
- **Police and Youth Service Involvement (Education)**
- **Support through appropriate agencies such as Inroads / Barnardo's**
- **Supervised break times**
- **Involvement in extra-curricular activities**
- **Family conferences**
- **Research projects on drug misuse or related topics**

Any incidents must be reported to Suzanne Williams or Clare Heathfield immediately and then recorded on My Concern. They will be treated as confidential records and will only be accessible to staff on a need to know basis.

Healthy Schools Ethos on Substance Use and Misuse

At St. Bernadette's Catholic Primary School, we take a proactive approach in promoting the health and well-being of our children and their families.

In the Early Foundation Phase, learning experiences are planned regularly for children to learn about keeping themselves healthy and looking after their bodies. Role play scenarios are set up which may include 'Doctors Surgery', 'Baby Clinic', 'Dentist' or 'Fruit and Veg Stall' and 'expert' visitors (dentist, nurse, police liaison) may be invited to assist with the children's understanding. These experiences allow children to talk about, re-enact and explore healthy practices through practical, experiential activities.

In Late Foundation Phase and Key Stage 2, workshops are organised with the Community Police Liaison team. The school informs parents and families of awareness-raising events happening in the local community and also seek to organise school-based events.

We believe that creating an open and welcoming school environment ensures that children and their families feel comfortable and build mutual trust with all members of

staff. Building positive relationships with our families results in positive interactions and an atmosphere where families feel able to seek advice and support. We are committed to regular staff training and development within the area of substance use and misuse. We strive to provide support for all of our parents and families by making links with a range of local agencies and signposting support for drug and alcohol services in the local community. Leaflets are available in the foyer for parents to access freely and they are updated regularly.

Aims of the Policy

The aims of St. Bernadette's 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 ensure that all members of staff are committed to our Healthy School ethos, including aspects of substance use and misuse**
- **To support children in their early years of life so that we reduce the risk of them engaging in behaviours such as substance misuse later in life**
- **To encourage and enable children to appreciate the benefits of a healthy lifestyle and emphasise the importance of becoming healthy and happy individuals, now and in the future**
- **To help parents/carers and children identify what they need to learn about drugs and the impact of substance misuse 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.**

Consultation

The following people were consulted about the development of the policy:

- Headteacher
- Teachers
- Other school staff
- Parents
- Full Governing Body
- Pupils
- Healthy Schools/NHS

Consultation was carried out using the following methods:

- Policy discussion in INSET meetings
- Copy of policy to staff for comment

- Governor meeting
- Parents meeting
- Discussion with pupils and School Council
- Copies of the policy on the school website with invitation for comments from parents

Location

A copy of the Substance Misuse Policy will be located in the staff handbook (and on the website). If further copies are required, please contact the Head Teacher.

Schools Substance Misuse Education Co-ordinator

Name of Co-ordinator: Suzanne Williams

Roles & duties of the School Substance Misuse Co-ordinator:

1. Contact point for enquiries about the Substance Misuse curriculum
2. Acts as the wider PSE Coordinator and Child Protection lead
3. Daily implementation of the Substance Misuse Education Policy
4. Monitoring all Substance Use and Misuse recording forms
5. Informing the Lead Governor of any significant Substance Misuse Incidents
6. Regularly monitoring the impact of parents'/carers'/family members' substance misuse on children's well-being

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.

Lead Governor on substance misuse issues

Name of Lead Governor: Mr Paul Newbury

Roles and duties of the lead governor:

- To be involved in the development & review of the School Substance Misuse Policy
- To represent the Governing body with regard to substance misuse issues within the school
- To play a role in ensuring the policy is made known to the whole school community.

Substance Misuse Education in the school

Substance Misuse Education forms part of the following frameworks at Key Stage 2:

- PSE
- RE
- PE
- Science
- Jigsaw

Substance Misuse Education forms part of the Foundation Phase Framework:

- Develop an understanding about dangers in the home and the outside environment.
- Understand that medicines are taken to make them feel better and that some drugs are dangerous.
- Develop an understanding that exercise and hygiene and the right types of food and drink are important for healthy bodies.

Outside visitors

Teachers lead on teaching substance misuse education in the school and outside visitors are used to enhance our integrated programme of work. All 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 with an outside visitor/agency. All staff are expected to support the provision of substance misuse education.

Starting where the pupils are – the child as a focus

St. Bernadette's Primary School always ensure that any drug education is content, age and experience appropriate. In addition, the wider community is considered and prevalent issues are addressed. Substance use within cultures will also be considered. Liaisons with high schools will be conducted where children have been involved in and affected by substance misuse incidents during their time at St. Bernadette's Catholic Primary School.

Monitoring and evaluation

It is vital that Substance Misuse Education is continually monitored and evaluated by all staff for relevance and quality. Practises and procedures between cluster schools are shared and their effectiveness evaluated.

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:

- Staff evaluation
- Pupil Evaluation and School Council feedback
- Feedback from parents
- Feedback from governors
- 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. Training opportunities for all staff will be provided to develop an awareness of 'Hidden Harm'; the effect on children and other family members of parental/carer substance misuse.

Administering Medicines

Please refer to the separate policy for details.

Parents/carers will be required to complete an 'Administering Medicines' form if their child needs any medication during school hours. Information required includes the name of the medication and the dosage required. All substances are kept out of reach of the children in labelled boxes, with a copy of the administration form inside.

Incident management

There is a range of potential substance misuse-related incidents that may arise within the school involving pupils, parents/carers and staff. It is important that the school community is aware of these and agree the guidelines for response. (See Appendix A for a framework for schools).

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. The Caretaker is responsible for checking the school site for any needles or drug paraphernalia. It is her responsibility to dispose of any needles, etc. according to procedure.

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. Always wear pierce-proof gloves and use a pair of tongs. 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.
6. Contact Cardiff Council Waste Services to remove drug paraphernalia.

Informing Governors

Head Teachers should notify the chairperson of the governing body and the lead governor on drug issues about any significant substance-related incident. This should be done in advance of any information being generally known.

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

If individual governors enquire about an incident the Head Teacher should refer them to the chairperson and the lead governor on drug issues.

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

All pupils at St. Bernadette's Catholic Primary 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 Smoke-free Environment

A no-smoking policy is a legislative requirement. This includes e-cigarettes.

St. Bernadette's Catholic Primary School is a smoke-free school and smoking is prohibited. This includes the use of e-cigarettes.

- No smoking and no e-cigarette signs must be displayed at all entrances to school grounds and at every outer entrance to the building or enclosed areas forming part of the school premises.
- 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 smoke-free environment by:

- Prominently displaying our No Smoking/No e-cigarette Policy in the staff room
- Informing parents of new entrants of our school's No Smoking/no e-cigarette Policy
- Advising contractors and others working within our school's premises of our No Smoking/no e-cigarette Policy
- Ensuring that organisations/individuals using school facilities agree to comply with our No Smoking/ no e-cigarette 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 smoke-free, for example; field trips, sporting events.
- Declaring a no smoking/no e-cigarette zone at school site entrances
- Support smoking staff to quit by displaying the Stop Smoking Wales helpline number in the staffroom
(0800 085 2219)
- Providing pupils with educational programmes on smoking so that they understand the benefits of not smoking
- Encouraging pupils to participate in any Welsh Government initiatives to promote non-smoking

- 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/no e-cigarette Policy and encouraging them to comply with the spirit of the policy.

Recording of incidents

Incidents will be recorded on a record of substance misuse-related incident form (see Appendix). 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 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/carer, 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 pick up their child from school. If there are concerns as to the safety of the child, the school will find alternative arrangements for his or her care. An alternative emergency contact would be contacted by the office and a safe place for the child to go would be sought. A referral would be made to Intake and Assessment if no parties were available to collect the child. If a parent/carer or family member is seen to be smoking (including an e-cigarette), they would be asked to kindly dispose of the cigarette immediately or leave the school premises. Serious substance misuse on the premises will be reported directly to the police, i.e. the smoking of drugs on the premises.

Long term support for children, parents/carers and their families will be provided based on an evaluation of their individual needs. Children's well-being will be monitored each term by all members of staff at the school.

- ***See school's child protection policy including section on Confidentiality***

Disclosures by a child

Details of the disclosure would be recorded accurately and in full on a 'Substance Misuse Incident' form by the person who heard the disclosure. Advice would be sought from the named Child Protection Officer/Headteacher, and procedures followed if necessary.

- ***See school's child protection policy including section on Confidentiality***

Staff Substance Misuse*

If any member of staff at St. Bernadette's Catholic Primary School is suspected of drug or alcohol use, the employer's policy will be adopted and help and support will be provided in the short and long term.

Medical assistance and Procedures*

If there is a medical emergency, the qualified first aiders in the school are: Mr R Newman, Mrs R Whitehurst, Mrs S Evan, Mrs H Power

An updated list can be obtained from the school substance misuse co-ordinator **

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.

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
- Positive Relationship Policy (Behaviour policy)

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

- Positive Relationship policy

- Child protection register
- Interviews with Education Welfare Officers.

Support offered to these pupils includes:

- Behaviour team involvement (LDI and Police staff)
- Educational Psychologist involvement
- Educational Social worker/Welfare Officer involvement
- Social Services support
- Information and support to access local non-statutory substance misuse organisations.