

St Joseph's Catholic Primary School



Our Mission Statement

We grow together in God's Love as we Pray, Learn and Play

"Dym ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

SUBSTANCE MISUSE EDUCATION AND INCIDENT MANAGEMENT POLICY

Article 3: Everyone who works with children should always do what is right for each child

| | | | |
|---|---------------|--|--|
| This Policy was approved by the Governing Body on | June 2024 | The first policy was drawn up and ratified by the Governing Body | Signed:  |
| This policy is due to be reviewed by the Governing Body | November 2025 | This Policy was reviewed by the Governing Body and ratified | Signed: |
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Vision Statement

At St Joseph's RC Primary School, all staff work in partnership to ensure that our pupils:

- Attend regularly, work diligently and take pride in their achievements.
- Take responsibility for their own learning, work to individual targets and evaluate their own performance.
- Feel valued within our school community.
- Have pride and confidence in themselves as individuals; value other people for what they are and what they can do; show tolerance and respect for all faiths and cultures within our school community and in society in general.
- Make full use of the opportunities available to them, encouraged by the active involvement of parents and a caring school community.

Summary Statement

St Joseph's Primary School is committed to working towards race equality, promoting positive approaches to difference and fostering respect for people of all cultural backgrounds.

The school values and encourages involvement of people from all sections of the local community. We are opposed to all forms of racial prejudice and discrimination. Language or behaviour which is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged. At St Joseph's, we recognise that British and Welsh society is made up of people from many different racial, cultural, religious and linguistic backgrounds. We believe it is important that all pupils are fully prepared to live in a diverse society.

This Policy does not operate in isolation, but forms part of the school's holistic approach to inclusive practice. It links with our policies for Equal Opportunities, Racial Awareness, Additional Learning Needs, Learning and Teaching, Attendance and Health and Wellbeing. It forms part of the school's plan for improvement via its priority action plan for Behaviour and Attendance.

Context

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

- Working Together To Reduce Harm (2008-2018)
- Circular 17/02 Substance Misuse: Children and Young People (2002)

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 (2010)

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:

- The Behaviour Policy
- Protecting Children from Abuse Policy
- Child Protection Policy
- Health and safety Policy

St Joseph's 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 substances covered by this policy are not permitted to be brought to, sold, passed on, or obtained on school premises during the school day, by anyone at any time.

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 in later 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 co-ordinated and progressive approach. This is skills based and deals with assertiveness and decision-making.

In addition to this, the school seeks to support any pupil who has any drug related problems through its caring pastoral system and good working relationships with outside agencies.

All aspects of school life at St Joseph's 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 so 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
- 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 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 in a 'record of drug- related' incident form. These records will be kept by the Head Teacher in the Child Protection file. They will be treated as confidential records and only accessible to staff in a need to know basis.

Aims of the Policy

The aims of the School Substance Misuse Policy are:

Consultation

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

- Teachers
- Other school staff
- Parents
- Governors
- Pupils

Consultation was carried out using the following methods:

- Staff meeting discussion
- 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

Schools Substance Misuse Co-ordinator

Name of Co-ordinator: Mrs. K Tuff

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

1. Contact point for enquiries about the substance misuse curriculum
2. Act as the wider Health and Wellbeing Co-ordinator/Science Co-ordinator
3. Daily implementation of the Substance Misuse Education Policy

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 Co-ordinator.

Roles and duties of the lead governor:

- To be involved in the development and 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:

- HEALTH AND WELLBEING
- SCIENCE AND TECHNOLOGY
- RE

Outside Visitors/ Teachers lead in 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.

A needs assessment is carried out with the pupils prior to any substance misuse education taking place. This will ensure that the drug education content is age and experience appropriate and will consist of initial discussions with pupils in lessons 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 Key Stage meetings.

Evaluation will be done in the following way:

- Science books
- Self Evaluation
- School Council Feedback
- Quizzes to measure knowledge levels
- Pre and post Substance Misuse Education Programme Questionnaires

Staff training

Any staff training needs should be referred to the Head Teacher for incorporation into ongoing professional development plans for the whole staff term.

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 needlestick injury. The blood residue in a used needle could be infected with viruses such as HIV, or Hepatitis B or C.

- Assess the area and the risk involved. Do not put yourself in any danger.
- Do not run your hands over or under surfaces that you cannot clearly see.
- Check that the equipment and the container you are using to remove the paraphernalia are not defective.
- Always use pierce- proof gloves and use a pair of tongs. Make sure the container you are disposing the item(s) into is securable.
- Use a disinfectant to clean contaminated surfaces. Always use paper towels, and dispose of these safely.
- If your organisation has a contract with an agency to remove drug paraphernalia, they should be contacted.

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 can 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; and
- That the chairperson is not compromised or precluded from considering any subsequent decision of the Head Teacher to exclude the young person from school.

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 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 St Joseph's 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.

Smoking

St Joseph's Primary School is a smoke free school. Any pupil found smoking, or using an e-cigarette, will face the same sanctions as those using any other type of drug.

Recording of incidents

Incidents will be recorded on a record of substance misuse-related incident form (see Appendix B). 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 on school grounds 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 is believed that a crime has taken place, the police should be contacted to conduct a personal search.
- **Searches off the 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 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 Co-ordinator 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 the confiscated material and the police reference number.
- Inform the young person's 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 child at the school. It is important that an assessment is made of the situation in line with the referred guidance. 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. 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 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.

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 and 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 receive a high level of media attention. If you receive a telephone call or visit from any media source, do not be put under 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 the individuals be released to the media.
- The Head Teacher will liaise with the LEA 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
- Educational social worker
- Social Services involvement
- Behaviour Policy

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

- Behaviour Policy
- Child Protection Register
- Interviews with Educational Social Workers

Support offered to these pupils includes:

- Behaviour team involvement (LDI and Police staff)
- Educational Psychologist involvement
- Educational Social Worker involvement
- Social Services support
- Information and support to access local non-statutory substance misuse organisation

The headteacher is responsible for monitoring the policy to ensure that it is applied.

The policy applies equally to all pupils in the school community regardless of gender, ethnicity, social circumstances and prior attainment.

St Joseph's RC Primary School Record of Substance Misuse Incident

| | | | |
|---|---|---|-----------|
| School: Date of incident: Date and time reported: | School: Date of incident: Date and time reported: | School: Date of incident: Date and time reported: | |
| Reported by: | Reported by: | Reported by: | |
| Description of incident: | | | |
| Category of incident | Action Taken | By Whom | Contacted |

| | | | |
|--|---|---|---|
| Drug Related Litter on or near School Premises | | | |
| Suspicion, Allegation and disclosure in and out of School Activities | | | |
| Symptoms of Drug Misuse | | | |
| Pupils/parents with Drugs on School Premises/Trip/Transport | | | |
| Pupils/parents taking drugs in School Premises/Trip/Transport | | | |
| | Removed by: Where retained: Receipt Given and Counter Signed: | Removed by: Where retained: Receipt Given and Counter Signed: | Removed by: Where retained: Receipt Given and Counter Signed: |

Contacts Made (Where appropriate)

| Category of Incident | Contact Number | By Whom | Contact Time | Arrival |
|--|----------------|---------|--------------|---------|
| Police (note incident number) | | | | |
| Ambulance | | | | |
| Other Health Professionals | | | | |
| Social Services Child Protection Team | | | | |
| Youth Offending Team | | | | |
| Environmental Health | | | | |
| Schools Service | | | | |
| Local Drug Support Agency e.g. 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: | |

National and local support agencies

DAN 24/7 is a national confidential service providing advice to drugs and alcohol users and anyone wanting information on substance misuse 24 hours a day, 7 days a week. This service is bilingual.

0800 6 33 55 88

| Organisation | Contact address and telephone number | E-mail/website | Details |
|--------------------------------|---|--|--|
| Inroads | 94 Neville Street Cardiff CF11 6LS 02920 407 407 | www.inroadswales.org | Charity providing confidential support, advice and information to young people affected by substance misuse. |
| Cardiff Alcohol and Drug Team | House 54, Cardiff Royal Infirmary Newport Road, Cardiff CF24 0SZ 02920 468 555 | | Providing help, guidance, counselling and community care for people with drug and alcohol problems and their families. |
| Pen Y Enfys | 182A Cowbridge Road East, Canton, Cardiff. CF11 9NE 02920 388 715 | www.penyenfys.org | Advice and treatment services for people 18+ who have or may be developing an alcohol problem. |
| Social Services | Intake and Assessment Team Social Care and Health PO Box 97 Cardiff, CF11 1BP 02920 536 400 | | Child protection advice, referrals and assessment |
| School Health Nursing Services | The Childrens Centre St David's Hospital Canton, Cardiff 02920 536 800 | | |
| CAMHS Child and Family Service | Tonteg Hospital Church Road, Tonteg, Pontypridd, CF38 1HE 01443 443013 | | Child and Adolescent Mental Health Services operate a specific drug and alcohol service for young people suffering from mental distress and substance misuse issues. |
| Barnardos | Cymru Trident Court East Moors Road Cardiff, CF24 5TD 02920 493 387 | www.barnardos.org.uk | Nationwide charity reaching out to disadvantaged young people, families and communities. Runs 43 services in Wales including 8 which are specific to Cardiff. |

