



# **Substance Misuse Education Policy**

**Chair of GB:** Mr Anthony Burnell

**Headteacher:** Mrs Tracy Buckle

**Date:** September 2020

**Review:** September 2022

## 1. Introduction

### 1.1 Definitions and Terminology

For the purpose of this policy, the word '*substances*' includes all mood and performance changing substances, both legal and illegal, and include:

- Tobacco and e-cigarettes
- Alcohol
- Illegal drugs such as heroin, cocaine, ecstasy, amphetamines, LSD and cannabis
- New Psychoactive Substances (formerly referred to as *legal highs*)
- Prescription only medicines such as anabolic steroids and benzodiazepines
- Over the counter medicines and preparations that contain codeine
- Volatile substances such as aerosol propellants, butane, solvents and glues
- Caffeine and energy related drinks.

### 1.2 Principles of this Policy

At ***Trerobart Primary School*** we are committed to the health, safety and wellbeing of the whole school and wider community. The school actively promotes and encourages healthy lifestyles through implementing a whole school community approach to substance use and misuse education in Primary/Secondary school aged children/young people from 3 -11 years.

The school condones neither the misuse of substances by members of the school, nor the illegal supply of those substances.

The school is committed to the health and safety of its members and will take action to safeguard their well-being.

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

### 1.3 This Policy has been developed with reference to:

- Welsh Government Guidance for Substance Misuse Education (Welsh Government no: 107/2013)

- Rhondda Cynon Taff (RCT) Local Authority Guidelines for Substance Misuse In Schools.
- Personal and Social Education Framework for 7-19 year olds in Wales (PSE Framework), WG, 2008.
- Foundation Phase areas of learning;
  - Personal and Social Development, Well-being and Cultural Diversity,
  - Physical Development

#### **1.4 Consultation and development of this Policy**

This Policy was developed by a Cwm Taf Working Group of Primary school representatives and members from the Cwm Taf Healthy School Team. *Consultation on this Policy also included the Head Teacher, Healthy Schools Coordinator and Governors.*

#### **1.5 Location and Dissemination**

*This policy will be located in the Headteacher's office and disseminated to all staff during staff inset.*

Aspects of this Policy will be replicated in the School Prospectus, shared areas on the school network and staff handbook. Parents may request a paper copy of the Policy from the school. Key sections for pupils are replicated in a pupil friendly style.

#### **1.6 Staff with Key Responsibilities**

This includes the Head Teacher, Safeguarding and Child Protection Officer and Healthy Schools Co-ordinator.

#### **1.7 Links to other Policies:**

Other Policies and Guidance that should be read in conjunction with this Substance Misuse Education and Incident Policy include:

- Safeguarding Policy
- Positive Behaviour Support Policy
- PSE Policy
- SEN policy

- Health & Safety Policy
- Sex and Relationships Education Policy
- Anti-Bullying Policy
- Equalities/ Inclusion Policy and procedures
- Safe Administration of Medicines Policy
- Off Site/ School Trip Policy/ Transport Policy
- Staff and Pupil Disciplinary Policy
- Internet Safety Policy.

In response to these documents we at *Trerobart Primary School* believe that the school setting is the ideal environment to convey positive messages on healthy living. We believe that in taking forward this agenda we can educate, support and encourage children and young people by providing them with the knowledge, skills and confidence to make informed life choices.

## **1.8 Medicines**

Many drugs are lawfully carried as medicines. Our school therefore has a clear Policy on the safe administration of medicines at school.

## **2. Broad guidelines and scope of Policy:**

### **2.1**

- The entirety of our school site is a non-smoking venue and precludes the use of e-cigarettes, alcohol and energy drinks.
- The procedures and practices within this Substance Misuse and Incident Policy relate to all times of the school day both within the school boundaries, and beyond the school premises including off site school visits and trips.
- The Policy applies to all staff, pupils, parents/ carers, governors and partner agencies attending the school during and out of office hours.
- 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.

### **2.2 Confidentiality**

An important criterion of a confidential conversation is to agree what will happen to the information disclosed. **No guarantee of confidentiality can be made, and this**

**should be clear from the outset.** Confidentiality may be broken against the wishes of the person confiding the information when necessary:

- Where there is a child or young person's safeguarding issue;
- Where the life of a young person is at risk or there is risk of serious harm to others;
- When criminal offences are disclosed (WG, 107/2013).

### **2.3 Roles and responsibilities**

Mr Anthony Burnell **will**:

- Support the Headteacher in the implementation and delivery of this Policy and SME programme;
- Ensure that the Policy and SME programme meets WG guidance;
- Ensure there is a robust system in place to manage substance misuse related incidents;
- Ensure that staff are aware of the policy and procedures;
- Ensure that the policy and SME programme is effectively monitored and evaluated.

*Tracy Buckle* the Head Teacher will:

- Promote the policy amongst the whole school community;
- Ensure staff are aware of how to deal with incidents;
- Keep accurate records of incidents;
- Deal with media requests in conjunction with the LA guidance;
- Monitor and evaluate the effectiveness of this policy and the SME programme;
- Address staff training needs as they arise.

**All Teaching and non-teaching staff will:**

- Act as positive role-models;
- Follow the agreed procedures for dealing with incidents;

- Support any vulnerable child or young person appropriately;
- Deliver effective substance misuse education as agreed in this Policy.

**Parents / Carers are asked to:**

- Support this Substance Misuse Education and Incident Policy;
- Contact the school immediately if they are concerned that their child is involved in substance use or misuse.

**Learners will:**

- Support this Substance Misuse Education and Incident Policy;
- Contribute to the review of the policy and SME programme;
- Inform a member of staff or responsible person if they are concerned about the substance use or misuse of a fellow student;
- Inform a member of staff or responsible person if they are concerned about their own substance use or misuse.

**3. Curriculum:**

**3.1**

The aim of Substance Misuse Education (SME) is to empower children and young people to make responsible, well-informed decisions about substances used and/or misused within society. It is imperative that schools and youth organisations take a holistic approach to SME that is directed and supported by an up-to-date Substance Misuse Policy (WG 107/2013).

At *Trerobart Primary School*, pupils will learn about Substance Misuse Education using approaches that provide:

- Appropriate cross curriculum links *for example, IT, Welsh, English, PE, Science, PSE, RE , Foundation Phase, Personal and Social development, Well-being and Cultural Diversity.*
- Consistent and accurate information presented simply and clearly;
- Informative and accessible resources;

- Access to peer and professional support organisations;
- Stimulating and enjoyable tasks;
- Appropriate challenges in an atmosphere where they feel secure enough to play a full and active part.

**See Substance Misuse Education in the Curriculum in Wales below :** We will also be referring to the Curriculum for Wales Guidance on the new curriculum which becomes statutory in September 2020.

<b>Foundation Phase Framework for Children’s Learning for 3 to 7-year-olds in Wales:</b>
<p>SME sits within Personal and Social Development, Well-being and Cultural Diversity. This Area of Learning is central and provides an overarching framework through which all other Areas of Learning are taught.</p> <p>SME is expressed through the skills of Well-being; children should be given opportunities to:</p> <ul style="list-style-type: none"> <li>• develop an understanding about dangers in the home and outside environment</li> <li>• understand that medicines are taken to make them feel better and that some drugs are dangerous.</li> </ul>

<b>Key Stage</b>	<b>Personal and Social Education (PSE) Framework</b>	<b>Science in the National Curriculum for Wales</b>
<p><b>KS2</b></p> <p><b>For learners aged 7 to 11 years old</b></p>	<p><b>Developing thinking:</b> Learners should be given opportunities to:</p> <ul style="list-style-type: none"> <li>• identify links between cause and effect</li> <li>• distinguish between ‘facts’, beliefs and opinions</li> <li>• form personal opinions and make informed decisions.</li> </ul> <p><b>Working with others:</b> Learners should be given opportunities to:</p> <ul style="list-style-type: none"> <li>• work cooperatively to solve problems</li> <li>• resist unwanted peer pressure and behaviour</li> <li>• empathise with others’ experiences and feelings</li> <li>• ask for personal support and advice.</li> </ul> <p><b>Range:</b> Learners should be given opportunities to:</p>	<p>Learners should be given opportunities to study:</p> <ul style="list-style-type: none"> <li>• The effect on the human body of some drugs, <i>e.g. alcohol, solvents, tobacco.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• take increasing responsibility for keeping the mind and body safe and healthy</li> </ul> <p>and to understand:</p> <ul style="list-style-type: none"> <li>• the harmful effects, both to themselves and others, of tobacco, alcohol and other legal and illegal substances.</li> </ul>	
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### **3.2 Provision for Vulnerable Groups**

The Substance Misuse Educational programme will be inclusive and tailored to meet the needs of all pupils, particularly those in vulnerable groups.

### **3.3 Support From Outside Agencies**

At our school we will seek to support any pupil who has substance related problems through our caring pastoral system and good working relationships with outside agencies and professional organisations.

Outside agencies or visitors may provide sessional learning opportunities for pupils. The school will ensure that if external personnel are delivering information in relation to substance misuse;

- The school and the visitor have agreed the aims, content and approach of inputs by the visitor.
- The school has checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding /child protection procedures.
- The school will make the visitor aware of any relevant school policies.
- The school will ensure that all visitors are in receipt of a CRB/DBS check
- The school has planned for the visitor to be supervised/actively supported by an appropriate member of staff.

We work in partnership with the Healthy Schools Team, the Local Authority, the Police, School Nurse, the Multi Agency Safeguarding Hub (MASH), CAMHS, Social Services, Team around the Family and the Multi Interventions Assistance Team (MIA) to establish and deliver a coherent and consistent approach to substance use and misuse.

### **3.4 Resources**



A variety of resources are used to support the Substance Misuse Educational programme. These include;

- *Healthy Schools Substance Use and Misuse Toolkit website - [www.healthyschools.wales](http://www.healthyschools.wales)*
- *Sense CD*
- *Christopher Winter Project: 'Teaching drug and alcohol education with confidence in primary schools'.*
- *School Beat website / The All Wales School Liaison Programme: [www.SchoolBeat.org](http://www.SchoolBeat.org)*
- *Keys to Smoking teaching resource.*
- *DAN 24/7 – This offers an up to date resource of all substances.*

### **3.5 Links with National Programmes**

National programmes such as *No Smoking Day, Stoptober and Dry January* are often used as educational platforms to address smoking and alcohol related issues.

### **4. Management of Incidents:**

Most children and young people will go through life without being involved in any incident involving substance misuse. However, substances are readily available and accessible within communities and it is good practice for organisations to prepare for managing incidents involving legal and illegal substances. Managing incidents of substance misuse in schools will minimise the risk of harm to the individual and the wider community in both the short and long term. A shared understanding of responsibilities and school policies, in addition to appropriate written procedures will equip this school to respond effectively to incidents of substance misuse and allow pupils to benefit from a consistently high standard of care.

***At Trerobart Primary School we follow section one of the Rhondda Cynon Taff (RCT) Local Authority Guidelines for Substance Misuse in Schools which addresses the following guidance and procedures:***

Section One – Responding to Incidents of Substance Misuse

- |    |                               |              |
|----|-------------------------------|--------------|
| 1. | Suggested Response Procedures |              |
|    | 3a. Medical Emergency         | (page 6)     |
|    | 3b. Actual Incident           | (page 7)     |
|    | 3c. Suspicion or Rumour       | (page 8)     |
| 2. | Medical Emergencies           | (pages 9-10) |

- |     |   |                                  |
|-----|---|----------------------------------|
| 3.  | Initial Assessment of Incident          | (page 11)                        |
| 4.  | Handling of Substances                  | (page 12)                        |
| 5.  | Disposal of Substances                  | (page 13)                        |
| 6.  | Suspicion and Rumour                    | (page 14)                        |
| 7.  | Confidentiality                         | (page 15)                        |
| 8.  | Recording of Incidents                  | (page 16 and appendix 4 page 36) |
| 9.  | Sanctions / Exclusions                  | (page 17)                        |
| 10. | Support for Pupils and Parents / Carers | (page 18)                        |
| 11. | Substance Use and Misuse in the Family  | (page 19)                        |
| 12. | Involvement of the Governing Body       | (page 20)                        |
| 13. | Involvement of Police                   | (page 21)                        |
| 14. | Dealing with the Media                  | (page 22)                        |
| 15. | Monitoring by the LEA                   | (page 23)                        |

**Note: a printed reference copy of the 'RCT guidelines for substance misuse in schools' is available in the Head Teacher's office at Trerobart Primary School.**

## **5. Review, monitoring and dissemination:**

**5.1** Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

This policy will be disseminated via the school's website and will be available upon request. Aspects will be replicated in the school prospectus, shared areas on the school network and staff handbook.

Policy Authorised by: ..... Chair of Governors

Policy Implemented by: ..... Headteacher

Date of Implementation: September 2020

Date of Review: September 2022

