Cyfadran Addysg a Addysg Gydol Oes a Hamdden

Directorate of Education and Lifelong Learning

Model Substance Misuse Policy for Schools and Settings

YSGOL Y LAWNT

A greener place
Man gwyrddach

CAERPHILLY COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CAERFFILI

This publication is available in Welsh, and in other languages and formats on request.
Mae'r cyhoeddiad hwn ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.

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1.0 Introduction

A drug is a chemical substance which brings about a change in a person's emotional state, body functioning, or behaviour. This definition includes many substances which might not immediately be considered as drugs, such as solvents, alcohol, tobacco and caffeine.

The findings of surveys undertaken across Wales and locally indicate that substance misuse is a major threat to individuals, families and the wider community. One of the most worrying features identified by surveys is that substance misuse appears to be progressively affecting a younger population.

This policy has been informed by partnership working with the Local Authority, Police and Healthy Schools and is intended to assist our school/setting to:

- Respond to any incidents of substance misuse which may occur on school/setting premises;
- Respond to any safeguarding issues associated with either the child's* substance misuse or someone else's.

This policy has been developed in the context of "Working Together to Reduce Harm", published in 2008. This guidance is the Welsh Government's 10 year substance misuse strategy which aims to set out a clear national agenda for tackling and reducing the harm associated with substance misuse in Wales. This policy also alerts the reader to the substances and issues causing concern locally in Caerphilly. The Strategy sets out an approach to tackling and covers the full range of substances that are misused:

- Tobacco including alternative methods such as e-cigarettes and vaping pens
- Alcohol
- Illegal drugs such as heroin, cocaine, MDMA/ecstasy, amphetamines, LSD and cannabis
- New Psychoactive Substances such as smoke-able herbal based mixes (Spice) and powders (Gogaine)
- Prescription only medicines (POM) such as Opiate based medication (Codiene/Tramadol), Benzodiazepines (Diazepam/Valium), anti-anxiety medication (Xanax/Alprazolam), ADHD medication (Ritalin) and Anti-Epileptic medication (Gabapentin/Pregabalin)
- Over the counter medicines (OTC) such as codeine based preparations (Solpadine), Cold and Flu medications (Night Nurse), Sedative Antihistamines (Nytol) and Decongestants (Pseudoephedrine/ephedrine)
- Volatile substances such as aerosol propellants, butane, solvents, glues and nitrous oxide

This document should be read in conjunction with the school's/setting's other policies and has particular links with those related to safeguarding and behaviour.

Sources of information and support relating to substance misuse are provided in **Appendix 1.**

Our school/setting has a responsibility to educate pupils, so that their actions are based on knowledge and accurate information, and to enable them to have control over their lifestyle. This policy has fully considered the Welsh Government Circular 107/2013 *Guidance for Substance Misuse Education* published in July 2013.

*child/children refer to all children and young people

The most popular terminology for New Psychoactive Substances is ‘legal highs’. However, the latter phrase can serve to reinforce the perception of a less harmful or safe substance. In this respect, this school/setting makes reference to New Psychoactive Substances. Under no circumstances will they be referred to as ‘legal highs’.

The entirety of our school/setting site is a non-smoking venue, including e-cigarettes and vaping pens. Smoking is prohibited for all *children, staff and visitors on site. Sanctions and consequences will follow in line with the school’s / setting’s behaviour management policy, disciplinary procedures and other relevant protocols.

Children, staff and governors/management committee members require on-going education, so that they are able to recognise the signs of substance related activity and are able to take appropriate action. Everyone in our school/setting is aware of the correct procedures to be followed.

Parents/carers are fully involved in the delivery of the responses to incidents and have an awareness of the education programmes their children will experience within our school/setting. Parents/carers are partners of the school/setting and will be included from the outset in anything that affects their child.

2.0 Principles

This policy emphasises the school’s/setting’s pastoral role and proactive approach to substance misuse and its responsibility to provide appropriate education to enable children to make positive, safe choices. The Policy also presents a clear view on handling any substance misuse issue that may arise within the school/setting. In developing this policy the school/setting has considered its legal responsibility, the needs of pupils, carers/parents, staff, governors/management committee members, and the local community.

The most effective resource in substance education to any school/setting is the pupils. They are more likely to have an influence upon their peers than parents/carers or staff. We are seeking to create a climate in our school/setting where pupils look out for other pupils’ welfare. Pupils are encouraged to be open, and will receive information and guidance through pastoral programmes to facilitate their learning and self protection skills.

Substance misuse may be more prevalent amongst specific groups of children from particular demographics. However, this policy will ensure that whilst consideration must be given to individual circumstances, a consistent approach will be upheld in terms of detection and support of issues by school/setting staff. In this respect, the whole school/setting will be consistent in the principles underpinning this policy and flexible with practice in order to take account of individual circumstances.

The school/setting works in association with the Local Authority and South East Wales Safeguarding Children Board to organise and facilitate training for pastoral staff, relevant non-teaching staff and governors.

Application of Policy

The school/setting policy of substance misuse should apply:

- On school/setting premises;
- Whilst pupils are travelling to and from school/setting;
- During off-site visits/trips.

3.0 Teaching and Learning

Ysgol y Lawnt takes the issue of substance misuse (including New Psychoactive Substances) seriously and seeks to give quality education on substance misuse to all pupils. The aim is to empower children to make responsible, well informed decisions about substances and, whenever possible, to resist the temptation to use them. This includes smoking cigarettes (including the use of e-cigarettes and vape pens) and drinking alcohol.

This school /setting seeks to provide accurate, unbiased information about substances to its pupils, taught through a life skills approach as an essential component of a broader programme linked to the Foundation Phase, Personal and Social Education (PSE), and National Curriculum Science**.**

The delivery of Substance Misuse Education within the school supports the United Nations Convention on the Rights of the Child (UNCRC), protecting all children and young people aged 0-17 years with their human rights;

Article 6: You have the right to life and grow up to be healthy.

Article 19: You should not be harmed and should be looked after and kept safe.

Article 33: You should be protected from dangerous drugs.

Curriculum –

Substance Misuse education within the school is mainly delivered as part of the PSE programme. It also forms part of the statutory science curriculum.

Primary School Setting

The aim of Substance Misuse education is:

- For pupils to develop the knowledge, skills and attitudes to appreciate the benefits of a healthy lifestyle, promote responsibility towards the use of legal and illegal substances and relate these to their own actions, both now and in their future lives.

Learners at Foundation Phase will be given opportunities to:

- Develop an understanding about dangers in the home and outside environment.
- Understand that medicines are taken to make them feel better and that some drugs are dangerous.

Learners at KS2 will be given opportunities to:

- Take increasing responsibility for keeping the mind and body safe and healthy.
- Feel positive about themselves and be sensitive towards the feelings of others.
- Understand the harmful effects, both to themselves and others, of tobacco, alcohol, and other legal and illegal substances.

The organisation of the Substance Misuse Education curriculum

Our named PSE Coordinator is Mrs Kinnear and they are responsible for planning and evaluating the Substance Misuse Education curriculum throughout the school. In our school we deliver SME through planned lessons, as well as through co-ordinated cross-curricular teaching.

The school uses the *Christopher Winter Project "Teaching drug and alcohol with confidence in Primary Schools"* throughout the whole school to deliver 3 specific lessons per year group. An overview can be found below:

Year 1: Medicines and People Who Help Us:
Lesson 1: Staying healthy, Lesson 2: Medicines, Lesson 3: Who gives us medicines?
Year 2: Keeping Safe:
Lesson 1: Risks, Lesson 2: Hazardous substances, Lesson 3: Safety rules.
Year 3: Smoking:
Lesson 1: Why people smoke? Lesson 2: Physical effects of smoking, Lesson 3: No smoking.
Year 4: Alcohol:
Lesson 1: Effects of alcohol, Lesson 2: Alcohol and risk, Lesson 3: Limits to drinking alcohol.
Year 5: **Legal and Illegal Drugs:**
Lesson 1: Legal and illegal drugs, Lesson 2: Attitudes to drugs, Lesson 3: Peer pressure.
Year 6: **Preventing Early Use:**
Lesson 1: Cannabis, Lesson 2: Volatile Substance Abuse, Lesson 3: Help, advice and support.

We welcome the involvement of visitors from external agencies to complement the core delivery by teaching staff. Our school is fully committed to delivering the All Wales School Liaison Core Programme in its entirety throughout the academic year.

An overview can be found below:

Year 1: People who help us
Year 2: Who? What? Where? Take care, Right or Wrong?
Year 3: Sticks and Stones
Year 4: TASK (tobacco, alcohol and solvent knowledge) Friend or Foe
Year 6: It's your choice

All visitors are supported in the classroom by a teacher and are informed about the school's SME policy and scheme of work.
Pupils in Year 6 also attend Crucial Crew events and the Wings to Fly production every year.

Resources used to complement the SME delivery

PSE is delivered through the SEAL resource on a weekly basis throughout the school, and a separate SME policy, and scheme of work has been developed to ensure the PSE Framework for Wales is fully delivered. In addition to this, the school utilises the following resources to deliver specific sessions as stated above:

- Christopher Winter Project "Teaching drug and alcohol education with confidence in Primary Schools"
- Tacade "Keys to Smoking" and ''Keys to Alcohol'' for children aged 7 – 11 years old
- Welsh Government 'Fresh Start Wales' lesson plan pack
- Supplementary Menu on Schoolbeat.org (Police Liaison Programme)
- SENSE DVD
- Growing Up Resource

Secondary School Setting

The aim of Substance Misuse education is:

- To empower children and young people to make responsible, well informed decisions about substances used and/or misused within society. (Welsh Government Circular 107/2013)

Learners at KS3 will be given opportunities to:

- Understand the effects and risks, from the use of a range of legal and illegal substances and the laws governing their use.
- How to use alcohol responsibly and the risks of binge drinking.
- The benefits of accessing different sources of information, support and advice.

Learners at KS4 will be given opportunities to:

- The short and longer term consequences when making decisions about personal health.
- The personal, social and legal consequences of the use of legal and illegal substances.
- The statutory and voluntary organisations which support health and emotional well-being.
- How to access professional health advice and personal support with confidence.
- The importance of sexual health and the risks involved in sexual activity including potential sexual exploitation.

The organisation of the Substance Misuse Education curriculum

Our named PSE Coordinator is: and they are responsible for planning and evaluating the SM education curriculum. In our school we deliver SME both through discrete, planned lessons, as well as through co-ordinated cross-curricular teaching.

The school uses the *Christopher Winter Project* scheme of work throughout the school to deliver 3/4 specific lessons per year group. An overview can be found below:

Year 7: Legal and Illegal drugs:
Lesson 1: Legal and Illegal drugs, Lesson 2: Cannabis, Lesson 3: Volatile Substance Abuse
Year 8: Drugs and their effects
Lesson 1: Situations involving drugs, Lesson 2: Physical, Emotional and Social Effects, Lesson 3: Managing drug related situations, Lesson 4: Tobacco
Year 9: Attitudes to risk
Lesson 1: Exploring views about drugs, Lesson 2: Contact with the law, Lesson 3: Binge drinking
Year 10: Choices and Responsibility
Lesson 1: Consequences of drug use, Lesson 2: Choices and consequences, Lesson 3: Sexual health
Year 11: Impact on adult life
Lesson 1: Influences on behaviour, Lesson 2: Impact on society, Lesson 3: Personal relationships

We welcome the involvement of visitors from external agencies to complement the core delivery by teaching staff. Our school is fully committed to delivering the All Wales School Liaison Core Programme in its entirety throughout the academic year.
An overview can be found below:

Year 7: New and Nasty, So what's the problem, Thinking about drinking
Year 8: Rue the day
Year 9: Double Trouble
Year 10: Vanity Insanity, Class Act / DnA Day, Community diversity – save me!

All visitors are supported in the classroom by a teacher and are informed about the school's SME policy and scheme of work.

Resources used to complement the SME delivery

A separate SME policy and scheme of work has been developed to ensure the PSE Framework for Wales is fully delivered. In addition to this, the school utilises the following resources to deliver specific sessions as stated above.

- Spiral Drug Education Pack 1 and 2
- Hammered: Young People and Alcohol
- Cannabis Education Pack
- Drugs Catch Ball
- Drug Facts Card Game
- All Wales School Liaison Core Programme Supplementary Menu (schoolBeat.org)
- Good Drug Dealer

4.0 Involving Outside Agencies

Substance misuse programmes are tailored to meet the needs of all learners including those in vulnerable groups such as looked after children or children who have started to misuse substances. When necessary/appropriate, an individual plan is developed in order to meet the needs of particular children. In this respect, this school / setting seeks to support any pupil who has substance related problems through its robust pastoral system and good working relationships with outside agencies.

When outside agencies provide sessional learning opportunities for pupils, the school/setting will ensure that:

- The school/setting and the external provider have agreed the aims, content and approach to be adopted.
- The school/setting has checked that the work of the agency is known to them and is considered appropriate, in respect of safeguarding /child protection procedures.
- The school/setting has made the provider aware of any relevant school/setting policies.
- The school/setting has planned for the provider to be actively supported by a teacher at all times throughout the visit.

5.0 Responding to Incidents and Suspicions Regarding Substances

All staff must be prepared for incidents of substance related activity among our pupils not only in their social life outside school/setting, but within the school/setting itself. Perpetrators target children of school age as a vulnerable market, so we need to be vigilant on our pupils' behalf, taking into consideration that pupils' are possibly being exploited and groomed to drug mule.

It is important that everyone in the school/setting, staff, governors/management committee members, pupils and non-teaching staff know what the substance misuse policy is, what to do and particularly, who to go to when incidents occur.

The staff designated to handle such situations are:Mrs S Davies, headteacher, Miss K Scott, Deputy Headteacher

The Designate member(s) of staff will maintain a close liaison with the PSE Co-ordinator to ensure that the educational programme retains its relevance to current issues within the locality. This will enable the PSE sessions to provide topical structured debate that will further empower pupils to make appropriate choices. Additionally, the designate will maintain up to date knowledge of the school liaison core programme and plan where appropriate within the school substance misuse curriculum.

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

1. 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 adult is aggressive.
2. Substances are being supplied/easily accessed on or near school.

Action: contact Police.

3. 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 Gwent Ngage for specialist advice on how to respond.

Guidance regarding the action to take if a member of staff encounters an incident of substance activity in school/setting is provided in Appendix 2. This includes advice in relation to the handling of any substances. This guidance is laminated and displayed in appropriate areas around this school/setting.

When a member of staff has reasonable cause to believe that a pupil is carrying or concealing illegal substances, even if there is no allegation of misuse on school/setting premises, a challenge will be made to the pupil. The pupil and their belongings will be moved to an appropriate area of the school/setting that ensures supervision by staff but privacy from other pupils. A senior member of staff will be called to gather relevant information from the child in the presence of another member of staff, and ensure any substances found, are properly secured. The pupil will be asked to provide an explanation of the concern, and asked to display their belongings for school/setting staff to check. If the pupil is not willing to comply with this request, the pupil should remain in the appropriate area whilst the Police and parents/carers are contacted.

Sanctions and Support

This school/setting complies with the following guidance taken from the Welsh Government Circular 171/2015, *Exclusions from Schools and Pupil Referral Units:*

In making a decision on whether or not to exclude for a drug-related offence the headteacher should have regard to the school's published policy on substance misuse and should consult the appropriately trained members of school staff. The decision, however, will also depend on the precise circumstances of the case and the evidence available. In some cases fixed-term exclusion may be more appropriate than permanent exclusion. In more serious cases, an assessment of the incident should be made against criteria set out in the school's policy. This should be a key factor in determining whether permanent exclusion is an appropriate course of action.

In the light of the above guidance, exclusion is not an automatic response to substance misuse issues within our school/setting, we are very aware that the differing personal circumstances of pupils must be taken into account when considering appropriate sanctions and safety measures.

Communication

All incidents of substance misuse are reported by class teachers to the Designated Senior Person for Child Protection or the Headteacher. All school staff understand the issues relating to confidentiality. Pupils need to be confident that their rights will be respected, but also that the paramount factor in the guarantee of confidentiality will always be the pupil's safety. Staff receive appropriate guidance on issues of confidentiality. This school promotes a culture whereby pupils are aware that they are able to approach any member of staff with a problem,

and be secure in the knowledge that in making themselves vulnerable, their trust will not be abused. Parents/carers are aware of the policy the school/setting will follow in substance related incidents. In this respect, a leaflet for parents/carers and children, is provided in **Appendix 4.** This is designed to clarify the school's/setting's responses and responsibilities when dealing with issues of substance misuse. This school provides this leaflet to parents at the start of their children's learning journey with this school/setting.

Dealing with the Media

Substance use and misuse incidents can potentially receive a high level of media attention.

If the school/setting receives enquiries from any media source, the Headteacher will direct the journalist or reporter to;

Stephen Pugh
Corporate Communications Manager, Corporate Services
Communications, Ty Penalta, Ystrad Mynach, Hengoed, CF82 7PG
01443 864264 / pughs@caerphilly.gov.uk

Under no circumstances will the names of individuals be released to the media.

Equality Statement

This school/setting recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within our community and between pupils, parents, staff, governors/management committee members and partners.

We will also work to create equal access to support, for everyone, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh, BSL or any other language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

Monitoring the Policy

All staff are required to provide a signature to indicate that they have read and understood this policy.

The Headteacher ensures that written records are maintained of any incidents. Regular reports will be shared with the Child Protection link Governor/Management Committee Member.

Effective monitoring of the Policy will ensure that observations of the Substance Misuse Education lessons have taken place and that any input via external providers is appropriately evaluated. The Headteacher is responsible for the oversight of the completion of this process.

An annual report is submitted to the Governing Body/Management Committee at the end of the academic year.

Policy Approved by…Mrs Christine Chater.Chair of Governors/Management Committee

Policy Implemented by …Mrs S Davies…….Headteacher

Date of Implementation……08.11.2018……..

Date of Review……08.11.2020…….

This Policy will be reviewed every 2 years and updated in the light of any changes in legislation.

Appendix 1 – Sources of Information and Support

Organisation	Contact Details
All-Wales School Liaison Core Programme	www.schoolbeat.org
Blackwood Basement Information drop in centre open to all 11-25 years olds providing support and advocacy.	01495 235511 @youth4u1
Drug and Alcohol Helpline Wales	www.dan247.org.uk 0808 808 2234
FRANK Friendly and confidential advice to support individuals with substance misuse issues	www.talktofrank.com SMS: 82111 Free phone helpline 24/7: 0300 123 6600
Gwent N-gage Drug and alcohol support for young people (under 18) across Gwent	www.choices.cymru 0333 320 2751
Gwent Drug and Alcohol Services (GDAS) Help and support for anyone over 18 concerned about substance misuse	www.gdas.wales 0333 999 3577 01495 233403 (Blackwood) 02920 868675 (Caerphilly)
Help Me Quit Free support to help quit smoking	www.helpmequit.wales 0333 320 2219
WEDINOS A harm reduction programme, that analyses substances for identification and content	www.wedinos.org admin@wedinos.org

Appendix 2 – Staff guide to be displayed in public areas of the school/ setting

Mrs S Davies, headteacher or Miss K Scott, deputy headteacher will make contact with relevant outside agencies to initiate appropriate action when necessary. However, the effectiveness of class teachers who have a rapport with their pupils cannot be over emphasised. They are invaluable both in acting as 'early warning systems' in identifying substance use and misuse amongst pupils, and in providing a sympathetic ear to pupils who might be diffident in seeking help for themselves or their friends. The following guidance should be viewed within this context.

1. Assess whether there a medical emergency. If there is a medical emergency, call an ambulance immediately. If pupil is hallucinating, Do Not Challenge his/her statement or perceptions. This could be dangerous. Try to remove the pupil to a quiet, non-threatening environment.
2. Contact the Designated Senior Person for Child Protection or the Headteacher without delay. They will make an early decision to inform the parents/carers. It is always advisable, when the initial emergency is over, to contact parents/carers for information and consultation.
3. If any substance is willingly surrendered, seize and retain the substance concerned and transfer it to the Designated Senior Person for Child Protection or Headteacher. If it is believed substances are present but pupils will not agree to surrender possessions, the pupil should be isolated while the Police are called. During the isolation of a pupil more than one adult should be present.
4. Any substances recovered must be held in a secure location until Police can advise further.
5. Complete a Substance Misuse Recording Form and ensure it is passed immediately to the Designated Senior Person for Child Protection or Headteacher.
6. Make an early decision on which other agencies also need to be informed or involved. For example, Educational Welfare Officer, Social Services, Police and Educational Psychologist.
7. Consult with School Community Police Officer regarding legal implications of the situation. A request should also be made that Police collect the secured suspicious substances the same working day.
8. Decide if situation warrants informing general/particular pupil population.
9. Liaise with other agencies involved regarding longer-term pupil counselling, family involvement and service availability.
10. Consider if review of school/setting policy or curriculum provision is required as a result of incident.

Handling of Substances

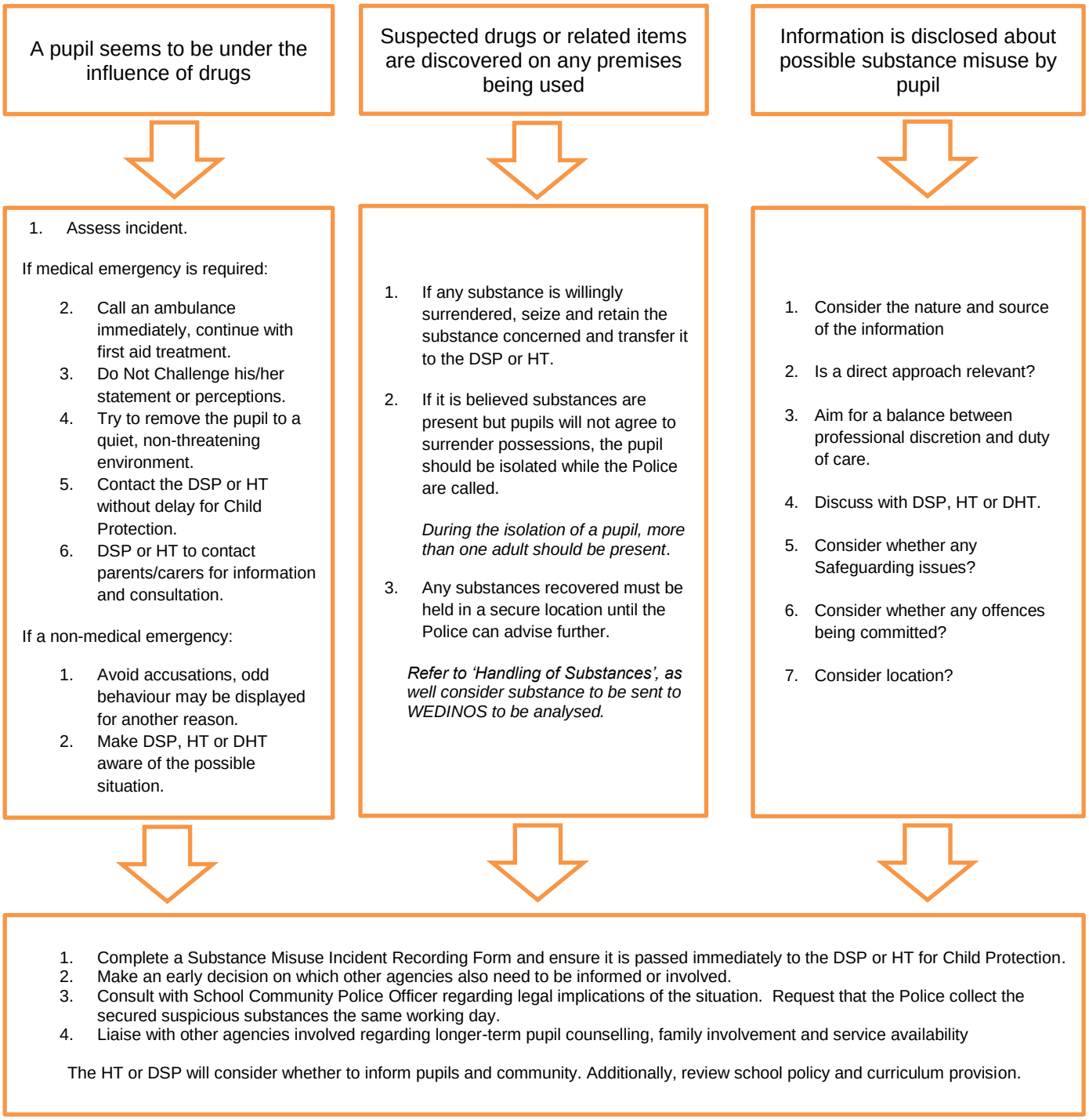
Care should be taken when handling any substance suspected of being a drug. If possible disposable gloves should be worn. These are kept with first aid kit located at…the office at the bottom of the stairs in the main building. If these are not available, care should be taken to wash hands immediately after handling.

Needles and syringes which may be found on school/setting premises should be handled with great care to avoid needle-stick injuries. In the first instance the Headteacher and site manager are responsible for ensuring the site is made safe. The sealable sharps disposal box,

specifically designed for the disposal of needles and syringes is located at office at the bottom of the stairs in the main building. The sealable sharps disposal box should always be stored in a safe and secure location within the school/setting.

In the event of a needle stick injury to any party, urgent medical advice should be sought.

Responding to Substance Misuse Related Incidents
What to do when:



Handling of Substances

1. If possible, disposable gloves should be worn. These are kept within the first aid kit. If these are not available, care should be taken to wash hands immediately after handling.
2. All needles and syringes found on school/setting premises should be handled with great care and safely removed to a sealable sharps disposal box. In the first instance the Head teacher and site manager are responsible for ensuring the site is made safe.

The first aid kit is located at **(Insert actual location)**.
The sealable sharps disposal box is located at **(Insert actual location).**
In the event of a needle stick injury to any party, urgent medical advice should be sought.
Please refer to Appendix 2 within the School's Substance Misuse Policy for a full overview

Appendix3 – Substance Misuse Incident Recording

Insert school/setting logo

Substance Misuse Incident Recording Form at _____(School/Setting)

Date of incident		**Time of incident**		**Location**	
Staff involved		**Pupils involved**		**Others involved**	

Initial incident category (Please circle)

Drug-related litter/ Paraphernalia	Possession	Supply
Under the influence	Non learner/member	Suspicion/allegation

Description of incident			
Action taken		**By whom**	
Recorded by (Please print)		**Position**	

Does the incident require a referral to Gwent Ngage (0333 320 2751)?	**Yes / No Date:**

Substance/item of concern found	Yes / No				
Description of item					
Removed by		**Signature**		**Time**	
Location secured at		**Signature**		**Time**	
Witnessed by		**Signature**		**Time**	

Police representative removing substance from school/setting site:

Print Name		**Position**	
Time		**Date**	
Signature			

Appendix 4 – Information for Parents/ Carers

This school/setting has a responsibility to educate our pupils so that their actions are based on knowledge and accurate information, to enable them to have control over their lifestyles.

Our Substance Misuse policy has been developed using Welsh Government's 10 Year Strategy "Working together to reduce harm". The strategy covers:

Alcohol

Tobacco including e-cigarettes & vaping pens

Illegal Drugs – such as heroin, cocaine, MDMA/ ecstasy, amphetamines, LSD and cannabis.

New Psychoactive Substances

Prescription only medications – such as tranquilizers

Over the counter medicines – such as preparations containing codeine.

Volatile substances – such as aerosol propellants, butane, solvents, glues and nitrous oxide.

Parents/carers and pupils should be aware that they are able to approach any member of staff and safely confide a substance misuse concern. The school will seek to provide support and information, and will ensure confidentially provided there are no Safeguarding concerns to any child. Further information and support is available from:

All-Wales School Liaison Core Programme: www.schoolbeat.org

Blackwood Basement:
01495 235511

Drug and Alcohol Helpline Wales:
www.dan247.org.uk
0800 6335588

FRANK: www.talktofrank.com
0300 123 660

Gwent N-gage (Under 18s)
www.choices.cymru
0333 320 2751

GDAS: Gwent Drug and Alcohol Services (18+) www.gdas.wales
0333 999 3577
01495 233403 (Blackwood)
02920 868675 (Caerphilly)

Help Me Quit: www.helpmequit.wales
0333 320 2219

Substance Misuse Information for Parents/Carers

At our school/setting we value our children and their futures. With this in mind we have designed all our policies to keep our pupils as safe as possible.

As a parent/carer of our pupils, you have a vital role to play. This school/setting is part of your community and you are very important in helping us keep pupils safe. This leaflet will hopefully explain our procedures and your role within them.

Substance Misuse is a problem within society and schools/setting are not excluded from this. We are very aware that concerns do not just relate to illegal substances. We must maintain vigilance and an open dialogue with pupils in order to educate them to protect themselves.

As a parent/carer we hope you will help us in our duty to protect all our pupils. If we need to speak to you and your child about substance misuse nobody within our school will judge you, or accuse you, we simply need to discuss the facts and decide whether your family may need some extra help.

Within this leaflet we have outlined some of the standard procedures that staff MUST follow.

When school/setting staff have concerns for a child, the Headteacher will usually discuss this with the parent/carer, but in some circumstances this will not be possible and Police or Social Services may be called instead.

The pupil's safety is our primary concern and information may be shared with other agencies if we feel a pupil is at risk.

Staff **will:**
Assess if there is a medical emergency. Contact the Headteacher or Designated Senior Person for Child Protection (CP) without delay.

Seize and retain the substance concerned and transfer it to the Headteacher or CP Designate.

Make early decisions around contacting parents/carers or other agencies.

Ensure that written records are maintained of any incidents.

Have discussions with pupils and their parents/carers around support available.

Staff **will not:**
Focus on the disciplinary aspect of substance misuse on school/setting premises.

Behave in an accusatory manner towards the pupil.

Ask questions that may interfere with a possible criminal investigation.

Discuss the allegation other than with designated staff.

Promise to keep secrets.

None of these procedures are aimed at upsetting or distressing you as parents/carers. They are designed to address at your child's needs.

The Headteacher will **not** ask parent/carers before calling Social Services if:

The parent/carer knew of the concerns and did not protect the child

The parent/carer is the cause of concern

The parent/carer would not be able to discuss the concern

As a parent/carer, you play a vital role in the life of the school, especially when it comes to ensuring all our pupils are safeguarded and protected. As a school/setting we ask that you as parents/carers:

Talk to your children about risk taking behaviour and keeping safe.

Talk to staff about any concerns you have for your child

Remember that the school MUST share concerns about your child

The school/setting will NOT judge you, but they may have to share difficult information

The school/setting MUST prioritise the safety and well being of pupils, they cannot keep secrets from other agencies.

Appendix 5 – Pupil Guidance on Substance Misuse Activity in School/ Setting

School Core Aims:

1. To be proactive in tackling substance misuse within the school.
2. To provide a curriculum that will educate pupils regarding all aspects of substance misuse education.
3. To utilise all local services to support pupils where needed.
4.

Please can all pupils report to a member of staff immediately, if;

- Any substance/paraphernalia is found on school premises.
- Any pupil who seems under the influence and needs immediate assistance.
-

For further support and general advice please feel free to speak to the schools designated officer:

…Mrs S Davies, Miss K Scott, Mrs Kinnear……

Organisations to support:

Gwent N-gage
Drug and alcohol support for young people across Gwent
www.choices.cymru / 0333 320 2751

Drug and Alcohol Helpline Wales
www.dan247.org.uk / 0808 808 2234

FRANK
Friendly and confidential advice to support individuals with substance misuse issues
www.talktofrank.com / 0300 123 6600

Help Me Quit
Free support to help quit smoking
www.helpmequit.wales / 0333 320 2219

Blackwood Basement
Information drop in centre open to all 11-25 years olds providing support and professional advice.
01495 235511 / @youth4u1