

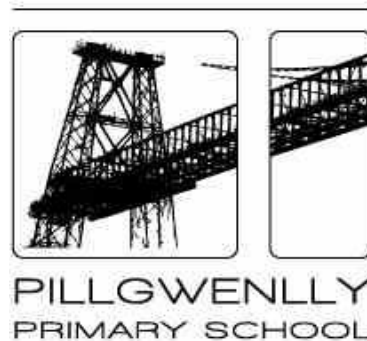
Drug and Alcohol Education and Incident Management Policy

'We play, learn and work together'

Policy Written: July 2008

Policy Updated: **Sept 15 (or when an incident occurs)**

Policy Adopted by Governors: September 08



Equality Statement

At Pillgwenlly Primary School we pride ourselves on ensuring all school learning and enhanced activities are accessible by all. This has been acknowledged by ESTYN (June 2006) and Local Authority Inclusion Review (June 2012). We ensure we celebrate diversity and equality, promote high expectations and positive attitudes to all and that all staff act as positive role models to all our pupils. We aim to foster an ethos and atmosphere where everyone feels welcomed, nurtured and included in all school activities.

Context

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

- Tackling Substance Misuse in Wales (2000)
- Circular 17/02 Substance Misuse: Children and Young People

The drug and alcohol policy stands alone complimenting the PSE, Science and other relevant school policies.

There are links between the drug and alcohol policy and the following policies:

- The Good Behaviour Policy
- Child Protection/Safeguarding Policy
- Health & Safety Policy

POINTS TO NOTE:

The schools stance on drugs

Pillgwenlly Primary School defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances as well as legal 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 (with the exception of tobacco products carried by adults).

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 later in 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 drug education takes place when it is part of a co-ordinated and progressive approach, which is skills based, dealing with assertiveness and decision-making.

In addition to this the school seeks to support any pupil who has drug related problems through its caring pastoral system and good working relationships with outside agencies. All aspects of school life at Pillgwenlly 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 this 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)
- Counselling through appropriate agencies such as Fusion and DAFS
- 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 student found to be supplying substances, or believed to be supplying substances will be immediately excluded pending further enquiries.
- Community Service
- Monitoring of progress in class

Sanctions will always be used alongside support and will be in proportion with the offence.

Incidents will be recorded on a record of drug-related incident form. 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.

Aims of the policy

The aims of the school drug 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 drug incidents
- To encourage and enable young people to appreciate the benefits of a healthy lifestyle now, and in the future
- To help parents/carers and young people identify what they need to learn about drugs and how they can take responsibility for their actions
- To enable young people and staff to gain access to support structures, e.g counselling and treatment agencies

Inclusion and Equality

This policy is written to involve all stakeholders within the school and the guidelines will always be followed to ensure fairness in dealing with any drug related incident and the education and schemes will be accessed by all.

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 (including in depth discussion with Parent Representatives) meeting
- Discussion with pupils and school Council
- School Liaison Officers (Police and Health)
- Copies of the policy on the school website with invitation for comments from parents

Location

A copy of the drug policy will be located in a policy file in PPA room and Head's room and on the staff shared area. If further copies are required, please contact the Head Teacher.

Schools Drug Education Co-ordinator

Name of co-ordinator: Claire John and Kath Bevan

Roles & duties of the school drugs co-ordinator:

1. Contact point for enquiries about the drug and alcohol curriculum
2. Acts as the wider PSE Coordinator and liaises with Child Protection lead
3. Daily implementation of the Drug 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 Drug Education Coordinator.

Drug and alcohol education forms part of the following frameworks:

- PSE (SEAL)
- RE
- PE
- Science

Outside visitors

Teachers lead on teaching drug 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 drug 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 drug education, such as school nurses.

Starting where the pupils are

A needs assessment is carried out with pupils prior to any drug education taking place. This will ensure that any drug education is content, age and experience appropriate.

This will take the form of initial discussions with pupils in lessons and their input into the drug and alcohol policy.

Monitoring and evaluation

It is vital that drug education is continually monitored and evaluated for teaching and quality.

Evaluation will be done in the following way:

- Science work books
- Self Evaluation
- School Council feedback
- Substance Misuse Education Portfolios
- Quizzes to measure knowledge levels

Staff training

Any staff training needs should be referred to the head teacher for incorporation into the ongoing continuing professional development plans for the whole staff team.

Incident Management

There is a range of potential drug-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.

See Appendix A

Disposing of Needles and other Drug Paraphernalia

Students 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.

- 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 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 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; 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 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

Students at this 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.

Smoking

Pillgwenlly Primary School is a smoke free school. Any pupil found smoking will face the same sanctions as those using any other type of drug.

Recording of incidents

Incidents will be recorded on a record of drug-related incident form. 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 young person 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 young person 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 young person 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 young person. Consent can be sought from the young person, but if this is refused staff will need to either:
 - notify the parents/carers of the young person, who may persuade the young person 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 the Head or in the absence of the Head, the Deputy Head 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 student'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 (Appendix B);
- the head teacher 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; and
- 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 use

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 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 assistance

If there is a medical emergency, the qualified first aiders in the school are:

- An updated list can be obtained from the school drugs education lead

Medical procedures

Any student 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

Local and National Guidance

A directory of local and national agencies and services is attached to this policy (Appendix C) and further copies of this list can be obtained from Newport Substance Misuse Education Coordinator (Tel: 01633 261448).

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 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 LEA press office and legal department to ensure that any reporting of incidents remains in the best interest of the student, their family and the school.

Vulnerable, at-risk pupils

The following methods are used to identify those pupils who are vulnerable to drug misuse:

- Child protection register
- Educational social worker
- Social Services involvement
- Behaviour policy

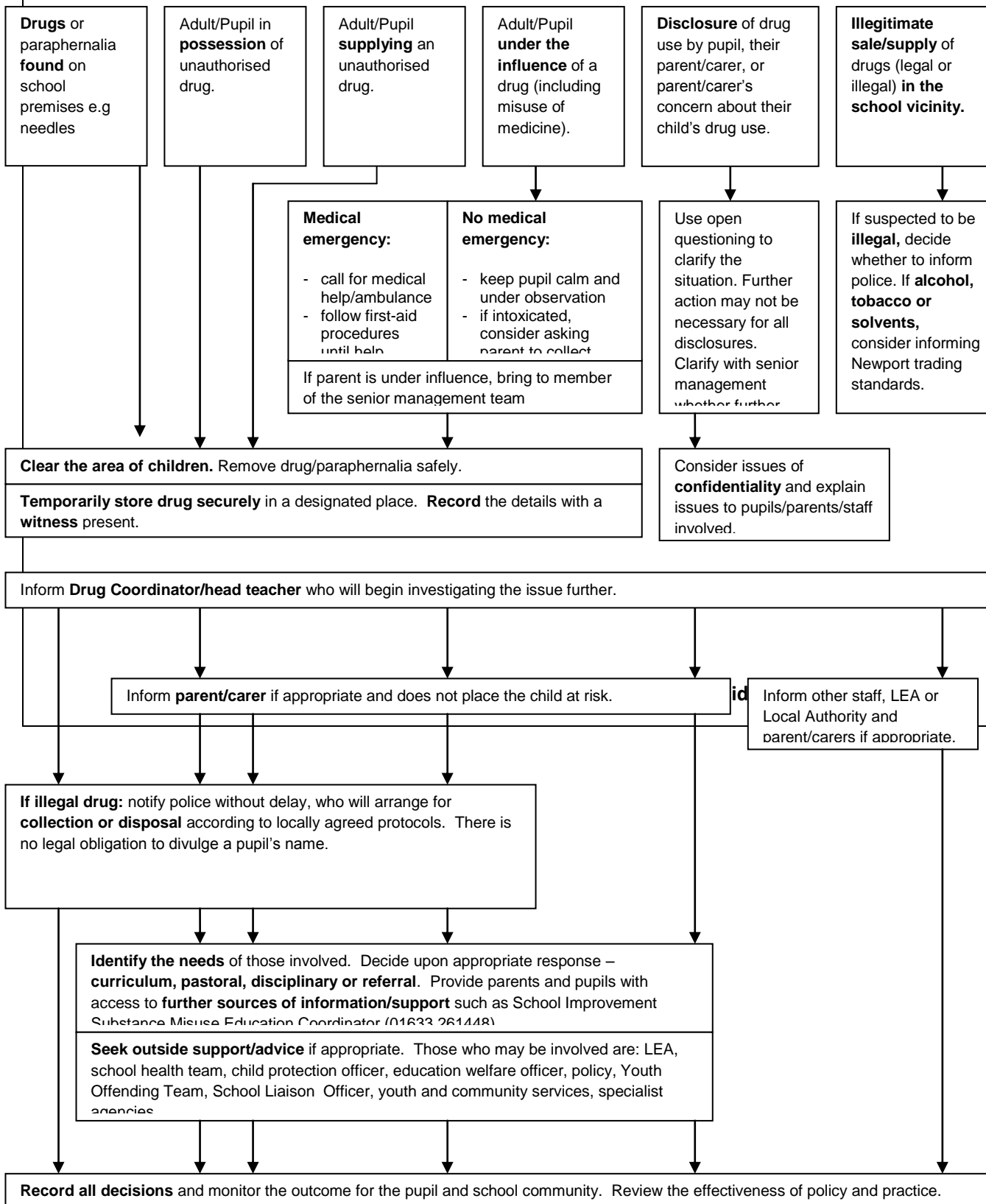
Any monitoring carried out will be done in the following way:

- 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 organisations
- Police Liaison Officers

Appendix A Managing a Substance Misuse Incident



Name of young person involved:

Report form completed by:

First aid given? Yes / No

Ambulance / Doctor called? Yes / No

If yes, first aid given by:

If yes, called by:

Drug involved (if known):

Sample found? Yes / No

Senior staff involved:

Witness name and signature:

Parent or carer informed by:

At time: _____ am / pm

Information given to parent/carers:

Brief description of symptoms and situation (incl. size and appearance of confiscated material):

Other action taken (e.g. other agencies involved, young people or staff informed, sanction imposed, GP or police/ School Liaison Officer consulted about the incident):

Signature of person completing this form:

Appendix C - NATIONAL SUPPORT AGENCIES (UK)

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.**

0808 808 2234 www.dan247.org.uk

Newport young people's health website, **Willy Nilly**, has information on drug and alcohol issues in addition to information about sexual health, relationships, signposting to local services and links to other relevant websites.

Organisations	Telephone	Website
ADFAM – Families, Drugs and Alcohol Information for families of drug users, and a database of family support services.	020 7553 7640	www.adfam.org.uk
Alcohol Education Resource Directory is a directory of resources and contacts for teaching about alcohol.	020 7907 1460	www.portmangroup.org.uk
ASH – Action on Smoking and Health Aims to reduce the health problems of tobacco use.	0207 404 0242	www.ash.org.uk
Drug Education Forum Information about the drug education work of the Forum and member agencies.	020 7739 8494	www.drugeducationforum.co.uk
Drug Scope Provides expert, up-to-date drug information.	020 7234 9730	www.drugscope.org.uk
TALK TO FRANK Contains drug information and where to find help on drugs for young people. Also provides support to parents/carers in talking to young people about drugs.	0800 77 66 00	www.talktofrank.com
National Children's Bureau Promotes the interests and well-being of children and young people in all aspects of their lives.	020 7843 6000	www.ncb.org.uk
RELEASE (Drugs, The Law and Human Rights) Provides advice and referral on drug-related legal problems.	020 7324 2989	www.release.org.uk

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) Provides information for teachers, other professionals, parents and young people.	01785 817 885	www.re-solv.org
Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase quality of services available to people with an alcohol problem.	0207 566 9800	www.alcoholconcern.org.uk
The All Wales Smoking Cessation service is a free NHS service providing intensive support, advice and encouragement for all those who want to quit smoking.	0800 085 2219	www.stopsmokingwales.com
Lifeline Assist persons and their families and dependents affected by the misuse of drugs and provide a training and advisory service to persons and organisations who deal with the misuse of drugs and sexually transmitted diseases.	A variety of contact numbers for different services are available on the website.	www.lifeline.org.uk

LOCAL SPECIALIST SUPPORT AGENCIES

These are Newport specific organisations that can provide support to young people with substance misuse problems.

<u>AGENCY</u>	<u>OPENING TIMES</u>
CAMHS Young Persons Substance Misuse Service Ty Bryn Unit St Cadocs Hospital Lodge Road CAERLEON NP18 2XQ 01633 436893	Monday - Friday 9.00am - 5.00pm. A service for young people with complex drug problems. Interventions include assessment; stabilisation, maintenance and detoxification; advice; harm reduction; GP liaison and counselling.
Caring Hands Centre Old School Building Powells Place Newport NP20 1EH 01633 244453	Mon, Weds & Thurs 11am – 1.15pm A drop-in service for homeless people which provides food, showers, support, information and referrals.
GWENT ALCOHOL PROJECT 1 Palmyra Place Newport, NP20 4EJ. Tel. 01633 252045	Monday – Friday 9.00am. – 5.00pm. Free confidential advice, information and counselling for anyone aged 16+ who has concerns about their own drinking or that of a friend or relative.

<p>Drugs and Family Support (DAFS) 01495 240824</p>	<p>Monday – Thurs 9.00am – 5.00pm Friday 9.00am – 4.30pm</p> <p>Telephone, one-to-one, and group support to anyone who is affected or concerned about substance misuse of a friend or relative.</p>
<p>FUSION (Young People’s Substance Misuse Service) 110 Lower Dock Street Newport</p> <p>Tel: 01633 264463 (professionals)</p> <p>Tel: 0800 7314649 (free phone for young people)</p>	<p>Mon – Thurs 9am - 1pm; 2 - 5pm Friday 9am - 1pm; 2 - 4pm</p> <p>Saturday noon – 4.00pm (Drop in – term time only)</p> <p>Advice, information and counselling for anyone aged 11-24yrs who is concerned about their own drinking or drug use or that of somebody else.</p>
<p>Gwent Specialist Substance Misuse Service 139 Lower Dock Street Newport NP20 1EE</p> <p>Tel:01633 216777</p>	<p>Monday – Friday 9.00am. – 5.00pm.</p> <p>A comprehensive assessment with individualised treatment and care plan packages including substitute prescribing and detoxification and specialist counselling.</p>
<p>Kaleidoscope Wales The Basement, Old School Building, Powells Place, Newport NP20 1EL</p> <p>Tel: 0845 450 6307</p>	<p>Monday – Friday 9.00am – midday 2.00pm – 5.00pm 6.00pm – 8.00pm</p> <p>Saturday 11.00am - 6.00pm</p> <p>Support for people using illicit drugs including, daily methadone consumption, counselling and drop in service serving drinks and hot snacks.</p>
<p>Positive Futures Newport Tennis Centre Newport International Sports Village Velodrome Way NEWPORT NP19 4RR</p> <p>Tel: 01633 671806</p>	<p>Monday – Friday 9.00am – 9.00pm Occasional planned weekend sessions</p> <p>Any young person from ages 10 - 19 in the Positive Futures target wards (Bettws, Duffryn, Ringland and Pillgwenlly) can access the open access community Positive Futures sessions. We also provide a comprehensive daytime referral service for young people, Newport city wide, who are referred to us by a broad range of agencies. Newport Positive Futures aims to offer positive alternatives to substance misuse and anti-social behaviour through participation in sports and activities.</p>
<p>Youth Offending Service Helyg Centre Ringland NEWPORT NP19 9PJ</p>	<p>Monday – Thursday 8.30 – 5.00pm Friday 8.30 – 4.30pm</p> <p>The substance misuse worker offers assessment, referral to other services, information, drop-in,</p>

<p>Tel: 01633 292900</p>	<p>education workshops and counselling.</p>
<p>Teen Challenge 128 Lower Dock Street Newport City Council NEWPORT NP20 1EG</p> <p>01633 243235 http://www.teenchallengenewport.co.uk/</p>	<p>Monday – Friday 9.00am – 5.00pm</p> <p>Christian organisation providing a mobile outreach, information and leaflets for schools, youth clubs and churches and counselling.</p>
<p>INCLUDE’S Turnaround Project 14-16 Merthyr Road Whitchurch CARDIFF</p> <p>Tel: 02920 623797 Fax: 02920 623831</p>	<p>Monday – Friday 9.00am – 5.00pm</p> <p>Support for young people aged 14-19yrs as they strive to end their substance misuse. A three-phase programme consisting of 25hrs each week for 11 weeks with an end target of placing the young person in education, training or employment.</p>
<p>GWENT POLICE Pillgwenlly Police Station – 01633245477 Newport Police Station 01633 838111</p> <p><u>All Wales Core Police Programme</u> PC Amy Williams - 07813898037</p>	<p><u>All Wales Core Police Programme</u> Drug & Substance Misuse Education for KS1 – KS4 delivered by School Liaison Officers to complement the schools core PSE/Science Scheme of Work.</p> <p>www.schoolbeat.org/en/</p>
<p>NEWPORT CITY COUNCIL CHILD PROTECTION</p> <p>Emergency Contact Team</p> <p>Telephone: 0800 328 4432</p> <p>Duty & Assessment Team</p> <p>Telephone: (01633) 656656</p>	<p>Duty & Assessment:</p> <p>Mon – Thur: 8.30am – 5.00pm</p> <p>Friday: 8.30am – 4.30pm</p> <p>Where there is evidence that a child is at risk of harm, the Children & Family Services team will perform a thorough assessment and investigation and when the evidence justifies this, appropriate action is taken.</p>