

# **Substance Misuse Policy**

## **Risca Community Comprehensive School**

### ***Who was involved in initial policy formation and consultation process:***

- Pupil focus groups / school council
- Questionnaires to parents / carers
- Review of Substance Misuse curriculum content with staff and pupils
- Consultation with wider school community e.g. school nurse, EDS
- Consultation with school governors

### **Rationale**

- Risca Community Comprehensive School (RCCS) condones neither the misuse of substances by members of the school, nor the illegal supply of those substances.
- RCCS is committed to the health and safety of its members and will take action to safeguard their wellbeing.
- The school acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of RCCS, will seek to persuade children and young people in need of support to come forward.
- The school has a whole-school approach to drugs as part of its commitment to being a healthy school. The policy aims to enable pupils to make informed choices by increasing their knowledge and providing opportunities for them to explore their own and others' attitudes.
- To protect the safety and wellbeing of all pupils and staff, drugs must not be possessed or bought, sold, or otherwise obtained on school premises or during the school day, including when pupils are on school visits. The policy and procedures apply to all adults working at and for the school. Individual exceptions will be made for pupils and staff who need to take prescribed medicines.

### **Relationship to other policies**

This policy relates to the behaviour policy, the curriculum policy, the health and safety policy and the personal and social education policy.

# **Roles and responsibilities of the Headteacher, other Staff and Governors**

## **The Headteacher will ensure that:**

- The Assistant Headteacher, working closely with the five Progress Co-ordinators and the SENCO, has general responsibility for handling the daily implementation of this policy
- A planned drug education programme is provided as part of PSE and science that reflects knowledge and understanding, attitudes and personal and social skills.
- Teachers are provided with training and guidance so that they are confident and skilled to teach drug education and to respond to drug-related incidents
- Pupils are aware of the rules on drugs and of the consequences of breaking them
- Clear procedures are in place for responding to drug-related incidents
- Those pupils who have a concern about drugs are provided with support
- Sanctions for incidents are consistent with the school's discipline policy
- The school actively co-operates with other agencies such as community police, social services, the LA and health and drug agencies to deliver its commitment to drugs education.

## **All staff are expected to:**

- Report incidents of drug misuse to the headteacher
- Implement the drug education programme and attend associated training to increase their understanding of the implications and possible consequences of use and misuse
- Enable pupils to make healthy, informed choices by increasing knowledge, exploring their own and other people's attitudes and developing and practising personal skills to resist peer group pressure, and to help friends and relatives involved in drug misuse
- Promote positive attitudes towards healthy lifestyles
- Provide accurate information about substances
- Widen their own and the pupils' understanding of related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS
- Enable young people to identify sources of appropriate personal support.
- Pupils will be expected to:
  - Follow the school rules
  - Alert the staff to any drug-related incidents on or around the school site.
  - Parents will be encouraged to:

- Endorse the school's approach to drugs education
- Work in partnership with the school to overcome the misuse of drugs.

The governing body will ensure that its members, especially the Pupil Discipline Committee, are well informed about the drug education programme, the potential for drug abuse and how to respond to drug-related incidents.

### **Arrangements for Monitoring and Evaluation**

- The headteacher will report at least once a year on the programme for teaching about drugs, the number and nature of drug-related incidents, and the outcomes of any disciplinary proceedings. These will be analysed by gender, ethnicity and year group and compared with previous years.

### **Procedure for Dealing with Young People after an Incident**

- Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a student to behave inappropriately will not be seen as a mitigating factor – the behaviour will be punished using the normal range of school sanctions.
- It would be normal practice to contact the police according to the agreed protocol of a search is required or if there is a concern about dealing in illegal drugs. In cases of possession, the decision to contact police is discretionary.
- Exclusion may be an appropriate punishment for using alcohol or drugs on school premises, but each case will depend on circumstances. Longer exclusions could be used for situations where accompanying behaviour was disruptive to the classes or systems of the school or for second or subsequent offences.
- A child found to be dealing drugs on a significant scale is likely to be permanently excluded from school. This means drugs or swapping drugs repeatedly. It is important to remember that a child who supplies a small quantity of drugs to a friend is still guilty of a serious criminal offence, but this is likely, on first offence, could be punished by fixed term exclusion.
- It is not the role of the school to provide medical care to those under the influence of drink or drugs. If a child is at risk because of impaired mental state, parents should be contacted and required to take control of their child. Failing that, any emergency contact could be asked to assist. Failing that, social services and police can be called for advice.

- A child must not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from drink or drugs. If necessary, reasonable force may be used to restrain the child. Any employee is authorised to use force in these circumstances.

## **Informing Parents**

Parents should be informed of any drug related incident unless:

- There are child protection concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the child for another reason
- Parents would normally be contacted directly by telephone in the event of proven drug usage. If it is suspected but not proven, the agreed police protocol should be implemented.

## **Procedure for Dealing with Incidents Involving Staff**

- Substance misuse related incidents involving staff is subject to Caerphilly CBC's Employment and Disciplinary Policy and procedures.
- There is a further relevant Health and Safety policy document on Alcohol in Caerphilly CBC establishments.
- Substance misuse outside school hours could adversely affect job performance and so trigger competency procedures. If the effects of misuse are such that student or staff safety is at risk, the member of staff can be suspended pending disciplinary action. This may include dismissal.
- Staff are obliged to cooperate with testing procedures, including giving biological specimens for analysis when there is reasonable suspicion of substance abuse. Refusal to cooperate is a disciplinary offence that could result in disciplinary action including dismissal.
- Supply of illegal drugs or alcohol to school students in school or on school visits is potentially gross professional misconduct and would normally be reported to the General Teaching Council for Wales.

## **Procedure for Dealing with Adults (not staff)**

- The school is not able to release pupils into the care of other adults where there is a possibility of harm to that pupil. Where there is evidence that parents or carers arriving at school to collect children are under the influence of drugs or alcohol, either social services or the police will be contacted in line with the school's child protection policy.
- Where any member of the school community, staff, parent or visitor is or appears to be under the influence of alcohol or illegal drugs on the school premises without the prior agreement of the head teacher, they will be asked to leave immediately and action taken to ensure their safety, with supervision if necessary. Where illegal substances are involved, the police will be informed.

## **Media Contact**

- It is important that staff do not report incidents and/or issues concerning drug misuse to the local press and media generally. The headteacher, in consultation with the LA and Governors will deal personally with all media matters. All media enquiries need to be referred to the Caerphilly CBC's press office.

**Currently in Draft Form**