

**Caldicot School  
Ysgol Cil-y-Coed**



**Caldicot School  
Alcohol and Substance Misuse Policy  
for  
Pupils and Staff**

**November 2015**

**Ratified by Governing Body: December 2015**

# **CALDICOT SCHOOL: Alcohol and Substance Misuse Policy**

## **1. Opening Statement**

Caldicot School is committed to achievement through the promotion of excellence within a vibrant, purposeful working environment, which respects the rights and needs of all individuals, so that our pupils are able to acquire the skills for adult life. It is the aim of Caldicot School to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. It is recognised that some drugs have beneficial effects, but also that every drug has potential to harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

This policy applies to governors, pupils, parents, visitors and staff employed on a full-time or part-time basis, and all permanent or temporary contracts, agency staff and casual workers.

This policy relates to all buildings and play areas inside the school boundaries and also covers the behaviour of pupils on their journeys to and from school in accordance with the National Travel Behaviour Code (2009). This policy also applies on all school/education setting visits and residential activities.

## **2. Aims**

- To support the school's endeavour to maintain the safety and wellbeing of all pupils, staff and visitors.
- To develop a whole school approach to alcohol and substance misuse education in the context of the school curriculum.
- To support all members of the school community by providing clear guidance and procedures on drug related issues and to ensure clarity and consistency.
- To clarify legal responsibilities, entitlements and obligations.

## **3. Description of Current Practice**

The school takes the issue of substance misuse (legal and illegal) seriously and seeks to give quality education on substance misuse to all pupils. The aim is to empower children and young people to make responsible, well informed decisions about substances and, whenever possible, to resist temptations to use. This includes smoking cigarettes and drinking alcohol.

This school 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 of Personal and Social Education (PSE) and of Science in the National Curriculum for Wales (Please refer to Appendix 2 and paragraph 6 below).

## 4. Definitions

For the purposes of the Alcohol and Substance Misuse Policy:

- **Drugs** are defined as:  
Any substance which changes the way your mind or body works. The range of substances covered in this policy include: tobacco, alcohol, over the counter medicines, prescription only medicines such as anabolic steroids and benzodiazepines, volatile substances, as well as legal and illegal substances.
- **Substance misuse** refers to:  
The use, whether deliberate or unintentional, of illegal drugs, prescribed drugs and other substances such as alcohol, solvents etc.
- **A substance related problem** is defined as:  
Any consumption, either intermittent or continual, which adversely interferes with an individual's functioning, performance or conduct.
- **Alcohol** is defined as:  
A depressant drug with potential for abuse and addiction; a psycho-actively complex drug in beverages such as beer, wine and whiskey.
- **Prescription medicines** are defined as:  
Products available only on prescription. Note: Certain types of product can impact on a person's ability to function.
- **Pharmacy Only Medicine (POM)** is defined as:  
Non-prescription drug products which can only be purchased from a Pharmacy. Note: Certain types of product can impact on a person's ability to function.

## 5. Roles and Responsibilities

### 5.1 Role of Governing Body

- To hold ultimate accountability for the Alcohol and Substance Misuse Policy.
- To ensure that the school complies with legislation and that this policy and its related procedures and action plans are implemented.
- To appoint a designated member of the Governing Body who will have oversight of this policy and its implementation.

### 5.2 Role of Headteacher

- To provide leadership in the operation and implementation of the Alcohol and Substance Misuse Policy.
- To ensure all staff are aware of their responsibilities and are given appropriate training and support.
- To take appropriate action in any case of unlawful use of alcohol and drugs in school.
- To allocate a senior member of staff for the day-to-day co-ordination of the implementation of this policy.

### 5.3 Role of Deputy Headteacher (Safeguarding & Wellbeing)

- To be the designated senior member of staff for the operation, management and co-ordination of all aspects of this policy.

- To devise and recommend policies, procedures and action plans to ensure that all legislative requirements are met and best practice adopted.
- To advise on the provision of appropriate training and awareness-raising in relation to all alcohol and substance misuse matters.
- To review the Alcohol and Substance Misuse Policy annually and advise the Governing Body of any matters with regard to the policy.
- To monitor and evaluate the effectiveness of this policy and the PSE programme.

#### **5.4 Role of Staff**

- To support the aims of the school's Alcohol and Substance Misuse Policy.
- To maintain vigilance and to report any incidences of behaviour that fail to comply with this policy to the appropriate Pathway Leader.

#### **5.5 Role of Parents/Carers**

- To support the aims of the school's Alcohol and Substance Misuse Policy.
- To contact the school immediately if they are concerned that their child is involved in substance use or misuse.

#### **5.6 Role of Pupils**

- To support the aims of the school's Alcohol and Substance Misuse Policy.
- To contribute to the review of this policy.
- To inform a member of staff if they are concerned about the substance use or misuse of a fellow student.
- To inform a member of staff if they are concerned about their own substance use or misuse.

### **6. Alcohol and Substance Misuse Education**

Please refer to Appendix 2.

#### **6.1 Context**

Caldicot School will provide all pupils with alcohol and substance misuse education as an integral part of its PSE programme.

#### **6.2 Ethos**

The school aims to enable pupils to make healthy informed choices by increasing knowledge, exploring a range of attitudes towards drug use and developing decision making skills. The PSE programme is based on national and local guidelines for good practice and is appropriate to the age and experience of the pupils.

#### **6.3 Content and delivery**

Teaching will be based on an understanding that a variety of approaches should be used in order to meet the differing needs and learning styles of pupils. It is recognised that active or participatory learning styles can be particularly helpful in developing skills, knowledge and values.

#### **6.4 Use of visitors and outside speakers**

The use of visitors to support a planned teacher led programme of education, in line with national and local guidance is encouraged. It is important that the contribution is in line with the aims of the programme and the PSE Programme Co-ordinator, will ensure that visitors understand how their input fits into the planned programme. A member of staff will always be present when visitors are working with pupils.

## **7. Storage of Medicines on School Premises**

### **7.1 Medicines**

All prescription medicines, pharmacy only medicines and over the counter medicines must be stored in the appropriate storage cupboard. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Large volumes of medicines should not be stored.

### **7.2 Prescription Medicines**

The school will store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. The Welfare Officer will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Parents who require their children to take prescription medicines during the school day must provide written permission.

Asthmatic pupils and staff may carry inhalers and those with severe allergies may carry an appropriately stored 'epipen' in their bag. This does not preclude the storage of inhalers and epipens by the Welfare Officer.

### **7.3 Pharmacy Only and 'Over the Counter' Medicines**

Parents who wish their children to take Pharmacy Only Medicines and 'over the counter' medicines during the school day must provide written permission and all such medicines must be stored in the School Welfare Officer's office. As with prescription medicines above, medicines should be clearly labelled with the name of the child, the dose of the medicine and the frequency of administration.

## **8. Managing Alcohol and Substance Misuse Incidents**

### **8.1 Alcohol**

Consumption of alcohol on site is prohibited for all visitors, staff and pupils. Anyone found drinking alcohol or under the influence of alcohol will be dealt with using the Response Procedure Flow Charts in Appendix 1.

### **8.2 Tobacco and E Cigarettes**

The school is a 'no smoking' site - this includes vehicles parked on school grounds at all times. Pupils are not permitted to bring to school smoking materials, including E cigarettes, tobacco, cigarettes, matches and lighters. In the interests of health and safety, should a pupil be found in possession of any of these items on school premises, the items will be confiscated. Sanctions and consequences will follow in line with the school's Behaviour Management Policy.

### **8.3 Solvents**

The school will ensure that potentially hazardous substances are stored safely, and pupils will be supervised appropriately if it is necessary that they come into contact with solvents in the course of their work. Pupils are not permitted to be in possession of solvent based products.

## **8.4 Illegal Drugs**

No illegal drugs are permitted to be brought to, or used on school premises. Any individual who presents as being under the influence, or in the possession, of illegal drugs will be dealt with using the Response Procedure Flow Charts in Appendix 1.

## **8.5 Incidents**

A drug related incident at school may include any of the following situations with regard to alcohol, tobacco, solvents and illegal drugs:

- A pupil who is suspected of being under the influence of any of the above.
- Finding any of the above substances/drugs, or related equipment, on school premises.
- Possession of any of the above by an individual on school premises.
- Use of any of the above by an individual on school premises.
- Supply of any of the above on school premises.
- Individuals disclosing information about the use of any of the above on school premises.
- Rumours of the possession, supply or use of any of the above on school premises.

NB: Examples of substance misuse related incidents are listed in Appendix 3.

## **8.6 Incidents involving staff**

Incidents involving staff may require the invoking of the Local Authority's Alcohol and Substance Use Policy for staff and/or Disciplinary Policy for staff.

## **8.7 Incidents involving adults**

When responding to situations involving adults, safety is the priority. Some situations require action in collaboration with other agencies to ensure the safety and protection of any child or young person. Other incidents will require observation, data collection and discussion before proceeding.

## **9. How to deal with a Substance Misuse Related Incident**

**9.1** Each case is carefully considered in the light of the individual circumstance and the best interests/wellbeing of the child/young person.

**9.2** All incidents of substance misuse are treated seriously and reported to the Deputy Headteacher (Safeguarding and Wellbeing) via the Pathway Leader.

### **9.3 Recording**

All incidents will be recorded within 24 hours. Staff have a responsibility to report all incidents immediately to the relevant Pathway Leader. Records of the incident will be stored securely in the pupil's file; a report will be written by the appropriate Pathway Leader. The Substance Misuse Record Form provided in Appendix 5 must be completed in order to ensure that full records are obtained. Full records must be submitted to the Deputy Headteacher (Safeguarding and Wellbeing) who will ensure the incident is included on the school's 'child protection running log'.

#### **9.4 Checklist for Interviews with Children & Young People:**

- Remind the child / young person of the policy regarding substance misuse and the procedure to be followed to investigate the incident, including the intention to contact parent / carer and police.
- Inform the child/young person that complete confidentiality can never be promised to a pupil, though information given in confidence will only be disclosed in the interests of Child Protection (please refer to paragraph 11 below).
- With the authorisation of the Headteacher, a member of Senior Staff may ask the child / young person to hand over any substances (to include tobacco and cigarette papers), turn out their pockets, empty their bag and locker. If reluctant to do so, explain that requests will be repeated in the presence of the police / parents / carers / other appropriate adult.
- Parent / carers / other appropriate adult should be allowed access to the child / young person with a member of staff present at all times.
- Where police involvement is necessary, the school should ensure parents/carers are informed.
- Once the investigation has finished, ask the child/young person if they wish to be referred to “Choices” Drug Counselling Service or to “Face to Face” Counselling Service. Give consideration to the guidance which has been provided in terms of sanctions (please refer to paragraphs 9.7 and 9.8 below.)

#### **9.5 Medical emergencies**

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at risk of immediate harm, medical help will be sought and first aid given if required. The priority will be the individual’s safety. Please refer to Appendix 1.

#### **9.6 Individuals in possession of drugs**

If an individual on school premises is found in possession of an unauthorised substance, it will be confiscated. If the substance is suspected to be illegal, the school will contact the police. If the substance cannot be legally destroyed or disposed of it will be handed to the police. Talking with an individual about a drug related incident will have the purpose of confirming or rejecting suspicions or allegations; wider investigations will be a police matter. Parents of pupils will be informed and other professionals from the Local Authority, Young Persons’ Substance Misuse Service, Youth Service, Police, Social Services etc may be informed or consulted as appropriate.

#### **9.7 Support for pupils**

Following actions to preserve immediate safety, the health and emotional needs of pupils will be considered. Support is available through the pastoral system to ensure a caring response to pupils in distress. Interventions will be considered if the school feels a pupil is showing signs which indicate particular risks of involvement with drugs, whether from their own use or that of their parent or carer. Such interventions may include consultation, counselling and subsequent referral.

## **9.8 Sanctions**

- Evidence of use or possession of illegal drugs, alcohol or solvents may result in fixed term exclusion.
- Evidence of intention to supply illegal drugs in school may result in permanent exclusion.
- The school will always seek to respond appropriately to each individual case by selecting from a range of possible responses.

## **10. Following up an Incident Involving Substance Misuse: Involvement of Police**

The Misuse of Drugs Act 1971, states that it is an offence:

“.....for the occupier or someone concerned in the management of premises knowingly to permit or suffer the smoking, supplying, attempting to supply or offering to supply, of controlled drugs to take place on those premises.”

It is important that the school upholds the law, and co-operates with the police when necessary. The school / organisation will refer to the SchoolCrimeBeatProtocol for further information and guidance.

The School Police Liaison Officer is available for further support and advice. Any queries or concerns which are felt to be immediate are dealt with by a duty police officer and are not kept until the School Police Liaison Officer is in a position to call or contact the school. In the case of an emergency the school / organisation will ring 999.

## **11. Confidentiality**

Complete confidentiality can never be promised to a pupil, though information given in confidence will only be disclosed in the interests of Child Protection. If a pupil discloses that he/she is using a drug without medical authorisation, this must be reported to the Deputy Headteacher (Safeguarding and Wellbeing) so that action may be taken to ensure that the pupil comes to no serious harm. The staff of the school has a commitment to inform the pupil in advance of disclosures of information to others. The staff is committed to protect a young person's anonymity where their disclosure may implicate others.

## **12. Staff Training and Support**

Any staff training required for the teaching of the effects of Alcohol and Substance Misuse will be co-ordinated by the PSE Programme Co-ordinator, to support teachers in delivering the school's programme. The Deputy Headteacher (Safeguarding and Wellbeing) will co-ordinate the training of staff with relation to dealing appropriately with incidents should they arise.

## **13. Links to other policies**

Please refer also the school's Behaviour and Discipline Policy, Bullying Policy, Health & Safety Policy, Safeguarding Policy, the Local Authority's Alcohol and Substance Use Policy for staff and Disciplinary Policy for staff.

## **14. Monitoring, Evaluation and Review**

**14.1** The Deputy Headteacher (Safeguarding and Wellbeing) and the Wellbeing Team will review the policy regularly and make any further recommendations to the Governing Body.

**14.2** The Governing Body, in consultation with the Headteacher, pupils, staff and parents, will regularly review this policy and associated procedures in order to ensure its continuing effectiveness.

## **15. Key Reference Documents**

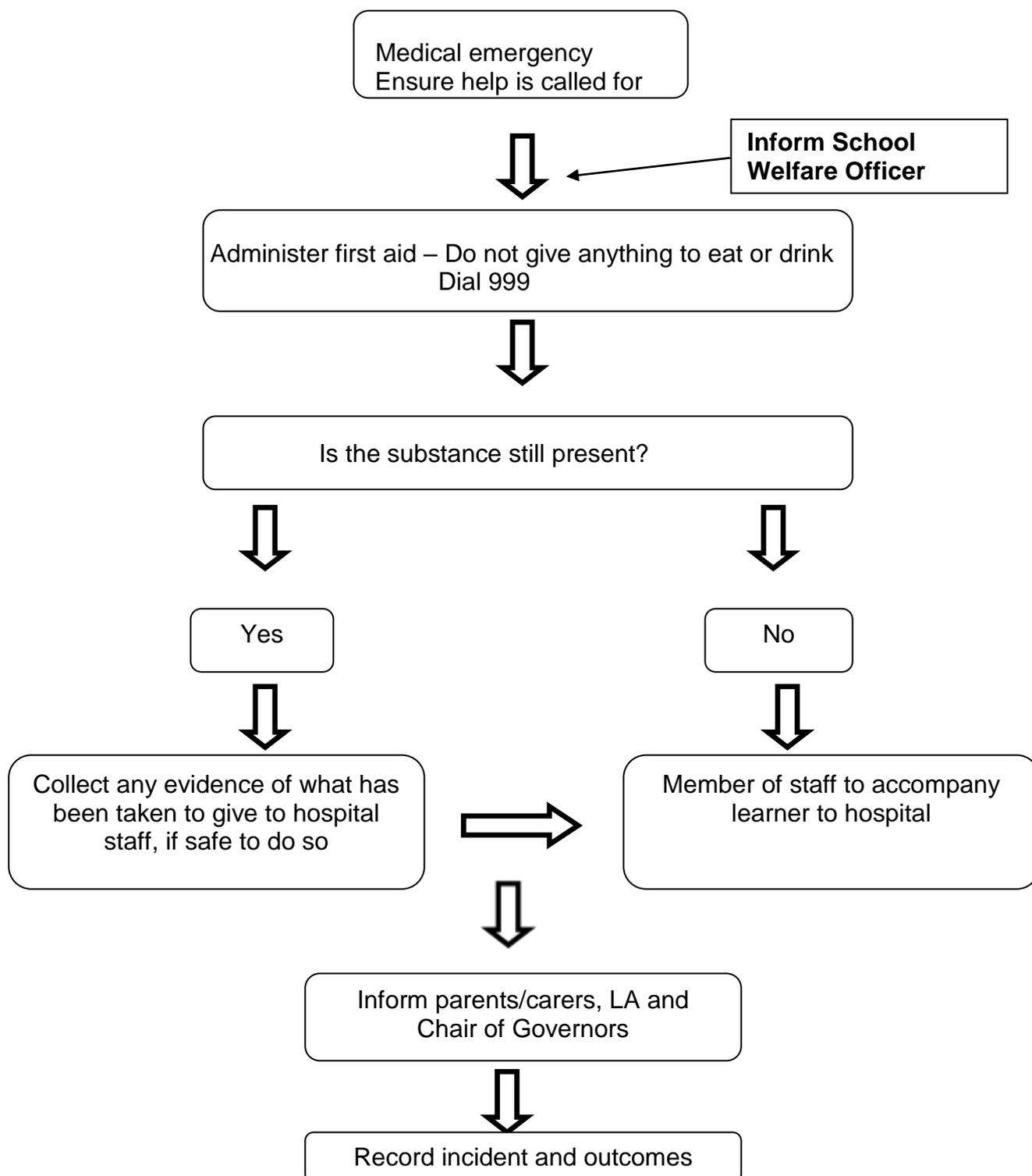
This policy should be read and applied alongside the following:

- Department for Education, 'Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies', February 2014.
- Welsh Government Guidance Document 107/2013, 'Substance Misuse Education'.
- Drugs: Guidance for Schools DFES 2004.
- Drug, alcohol and tobacco education -curriculum guidance for schools at key stages 1-4 (QCA 2003).
- 'School Drug Policy Review Process' Blueprint Programme 2004 ([www.drugeducationforum.co.uk](http://www.drugeducationforum.co.uk) ).
- Policy and Practice in Drug Education – Healthwise 2003 (A resource available free to all Leicestershire secondary schools from the Leicestershire Healthy Schools Programme).
- Welsh Government Circular 17/02, 'Substance Misuse: Children and Young People' which replaces circular 54/95.

**Suggested response procedures for substance misuse related incidents**

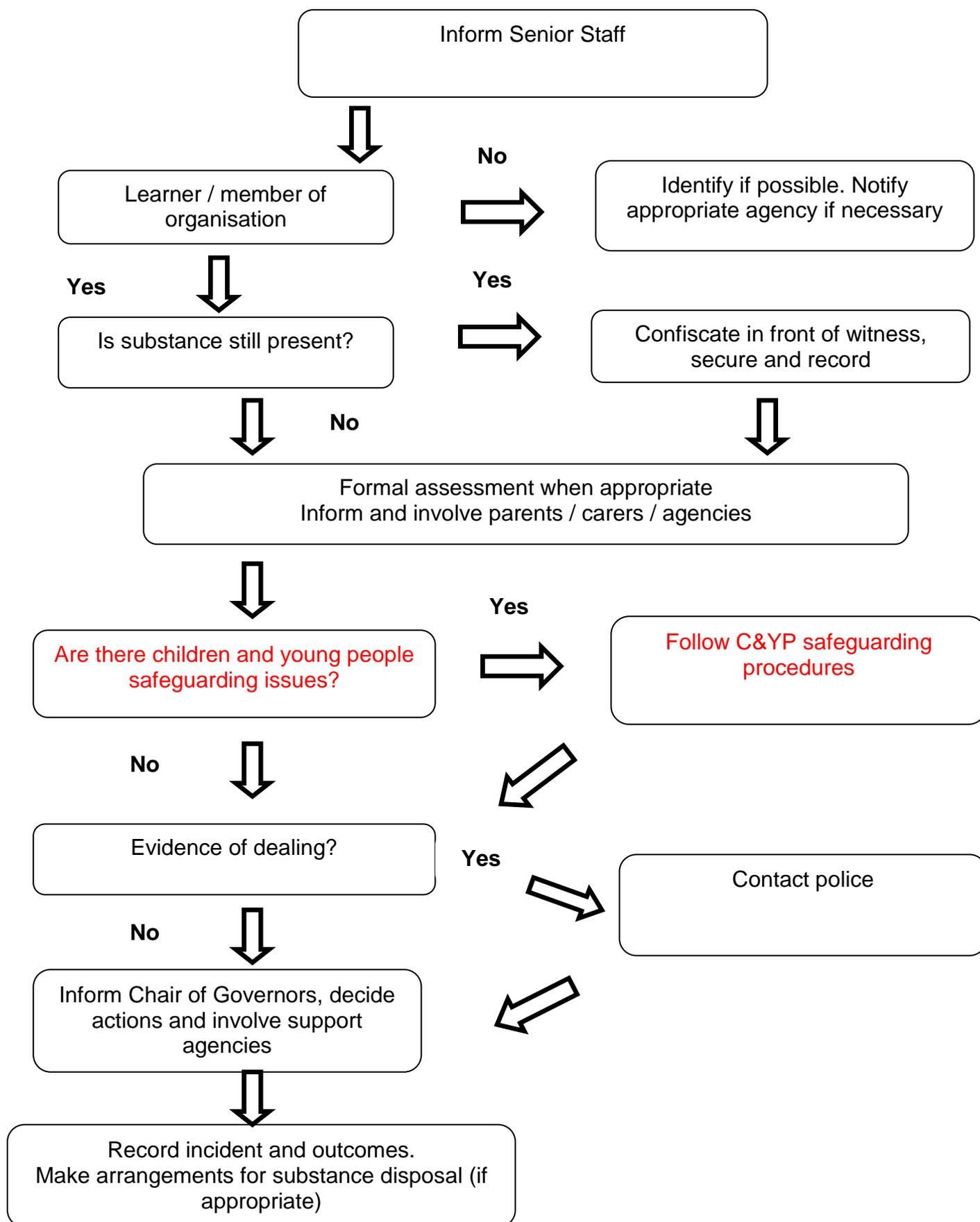
**A suggested response procedure: medical emergencies**

This procedure covers both legal substances and illegal substances. If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as medical emergencies. If in doubt, always treat as a medical emergency.



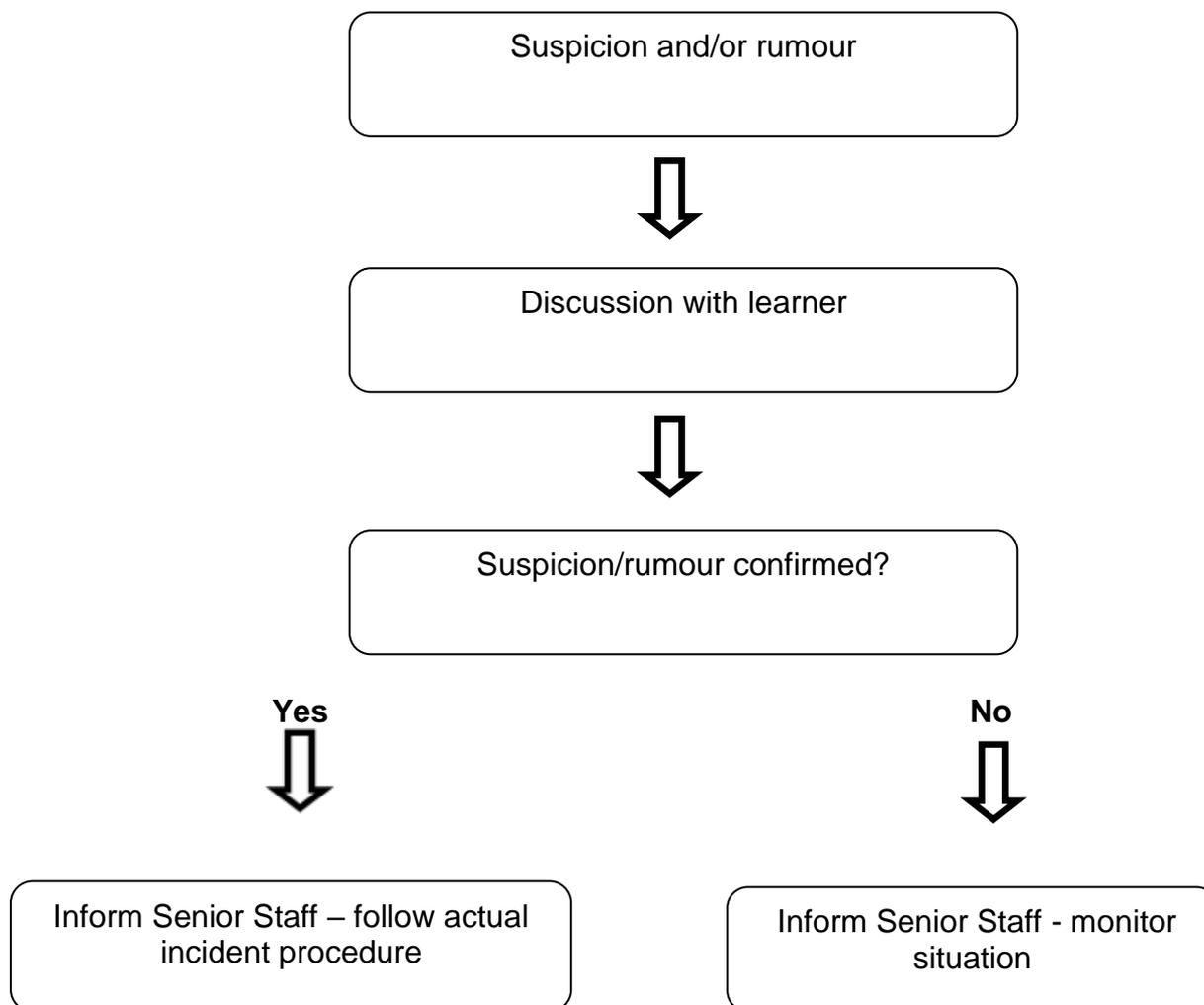
### A suggested response to an incident

This procedure covers both legal and illegal substances.



### A suggested response procedure: suspicion or rumour

This procedure covers both legal and illegal substances.



(Welsh Government Circular 107/203)  
(MCC Substance Misuse in Education & Incident Policy 2014)

## Substance Misuse Education in the Curriculum in Wales

The school curriculum in Wales provides clear opportunities for learners to acquire the skills, knowledge and understanding they need to make informed choices when they encounter illegal drugs and legal substances such as alcohol, tobacco, medicines and volatile substances.

The specific references to Substance Misuse Education (SME) which relate to Secondary education are:

### Science in the National Curriculum for Wales

#### Key Stage 3 (for learners aged 11 to 14 years old)

Learners should be given opportunities to study:

- The beneficial and detrimental effects of some drugs on the organs of the human body and other consequences of their use, e.g. insulin, steroids, paracetamol, caffeine.

### Personal and Social Education (PSE)

The Health and emotional well-being theme of the *Personal and social education framework for 7-19 year olds in Wales* provides clear opportunities to teach about substance misuse. Central to the process is equipping learners with the skills and knowledge to make informed choices. In addition to understanding positive health choices, learners should be aware of the potential risks of the use and misuse of legal and illegal substances. The specific references to SME within the PSE framework are:

#### Key Stage 3 (for learners aged 11 to 14 years old)

##### Skills

##### Developing thinking

Learners should be given opportunities to:

- use some prior knowledge to explain links between cause and effect;
- identify and assess bias and reliability, e.g. evaluate messages from the media;
- consider others' views to inform opinions and make informed decisions and choices effectively.

##### Working with others

Learners should be given opportunities to:

- work both independently and co-operatively;
- make and maintain friendships, and begin to negotiate behaviour in personal relationships;
- be assertive and resist unwanted peer pressure;
- empathise with others' experiences, feelings and actions;
- adapt to new situations;
- access an appropriate range of sources for help, support and advice.

## **Range**

Learners should be given opportunities to:

- display a responsible attitude towards keeping the mind and body safe and healthy

and to understand:

- the effects of 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.

## **Key Stage 4 (for learners aged 14 to 16 years old)**

### **Skills**

#### **Developing thinking**

Learners should be given opportunities to:

- take different perspectives into account when making informed decisions and choices effectively.

#### **Working with others**

Learners should be given opportunities to:

- make and maintain friendships, and negotiate behaviour in personal relationships;
- be assertive and resist unwanted peer pressure and other influence.

## **Range**

Learners should be given opportunities to:

- accept personal responsibility for keeping the mind and body safe and healthy.

and to understand:

- 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 substance;
- how to access professional health advice and personal support with confidence.

## **Post 16**

### **Skills**

#### **Working with others**

Learners should be given opportunities to:

- negotiate effectively in relationships with peers and adults;
- be assertive and resist unwanted peer pressure and other influence;
- independently access and evaluate information, support and advice.

## **Range**

Learners should be given opportunities to:

- accept personal responsibility for all aspects of personal and social development and well-being

and to understand:

- how to critically evaluate personal lifestyle choices in the context of physical health and emotional well-being, considering the short and long term consequences of such decisions;
- the need to exercise responsibility for personal and group safety in social settings;
- the life experiences which enhance or damage self-esteem and explore how best to cope with the demands of such situations;
- the role of the state in promoting public health and emotional well-being.

## **The Welsh Baccalaureate**

SME can contribute the Core of the Welsh Baccalaureate through its PSE component.

Learners must complete one key issue in each of the four key elements (there are three key issues in each element).

- Positive relationships
- Health and emotional well-being
- Active citizenship
- Sustainable development and global citizenship

For more information visit [www.wbq.org.uk](http://www.wbq.org.uk)

(Welsh Government Circular 107/2013)

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

- An adult collecting a child or young person appears to be under the influence of drink or substances.  
**Action:** Apply locally agreed safeguarding procedures, involve the police if the adult is aggressive.
- A child/young person/adult appears ill or unsafe as a result of substance misuse.  
**Action:** Obtain medical advice, note the relevant facts and inform parents/carers.
- Substances are being supplied on or near the premises.  
**Action:** Contact police / neighbourhood policing team.
- The premises have potentially hazardous substance misuse related litter (needles, syringes).  
**Action:** Arrange the safe removal of litter, according to Health & Safety Policy.
- There is ready access to controlled drugs.  
**Action:** Contact police / neighbourhood policing team.
- A child/young person discloses that they are misusing substances or their parent or other family members are misusing substances.  
**Action:** Contact social services or specialist substance misuse service for advice on how to respond.

Less immediate action e.g.; observation, interview, consultation with other agencies (including the School Police Liaison Officer), continued monitoring maybe appropriate when there are...

- Generalised allegations or concerns about a particular child/young person or family.
- Refuted/inconsistent disclosures.
- Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances).
- Concerns but no evidence of immediate risk to safety.

Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property. School Crime Beat Protocol provide guidance for taking action in line with police policy.
- Apart from immediate first aid, any health or medical emergency which should be attended by medical personnel.
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.
- Counselling and drug treatment programmes should be delivered by trained health professionals.

*(MCC Substance Misuse Education and Incident Policy 2014)*

### Example Checklist for the Role of Visitors in PSE

This sample checklist is for use by learning providers and visiting agencies to help with the joint planning of PSE sessions.

<b>Planning points</b>	
The school and the visitor have agreed the aims, content and approach of inputs by the visitor.	
<b>The school has</b>	
checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding /child protection procedures.	
made the visitor aware of and familiar with any relevant school policies.	
planned for the visitor to be supervised/actively supported by a teacher at all times throughout the visit .	
explained how the visit fits into the PSE programme e.g. any preparatory work/follow up work to be done.	
provided information on:	
• the number of sessions expected	
• the age of the learners in each session	
• the number of learners in each session(s)	
• any additional learning needs of learners	
<b>The following have been agreed</b>	
• the date and time of the visit	
• where the speaker will be met, at what time and by who	
• the name of the class teacher(s) who will be present at the session(s)	
• where the session(s) will take place	
• the number of sessions, timings and durations for each	
• relevant school timings e.g. registration, assembly, breaks, lunch etc.	
• what school resources are required by the speaker	
• where resources can be accessed. e.g. video, TV, DVD player	
• what resources the speaker will provide	
• arrangements for collecting feedback from the session(s)	
• from learners	
• from teaching staff	
• arrangements for jointly evaluating the session(s)	
<b>Signed</b>	<b>School:</b>
	<b>Visitor:</b>
<b>Date:</b>	

## Substance Misuse Incident Recording Form Template

School / organisation name:	Date of incident:	Date and time reported:	
		Reported by:	
Person(s) involved:	Other(s) involved:	Contact details:	
Description of incident:			
Action taken and by whom:			Who contacted:
<b>Category of Incident (Please highlight)</b> 1. Drug-related litter 2. Possession 3. Supply 4. Under the influence 5. Non learner/member 6. Suspicion / allegation			
Name / description of substance:	Amount / size:	Removed by:	Where retained:
Name:	Witnessed by:		
Signed:	Signed:		
Date:	Date:		

**Contacts and referrals made (where appropriate)**

<b>Contacts</b>	Contact name and number	Contact made by	Time and date contact made	Enquiry/Referral (Appointment time)
Parents/Carers				
Police				
Ambulance				
Other health professional				
Social services duty team				
Environmental health				
Education department				
Drug support agency				
Other:				
Parents/Carers				
Police				

Outcome:	
(Attach information on meetings / action plans where appropriate)	
Name:	Witnessed by:
Signed:	Signed:
Date:	Date:

(Welsh Government Circular 107/2013)  
(MCC Substance Misuse Education and Incident Policy 2014)