



# Queen Elizabeth High School

## Substance Misuse Policy

**Ysgol Uwchradd Y Frenhines Elisabeth**

*Moving Forward Together*

Curriculum, Staffing & Pastoral Committee  
Date established by Governing Body: 13th November 2007  
Responsible Person — Mrs Lisa Jones  
Designated role — Assistant Head Teacher  
Chair of Governors signature — Helen Starkey  
Review Date — 1/07/ 2021  
Next Review — Summer Term 2024



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## Policy Version Control

Version	Date	Page	Section	Reason for review	Summary of amendment	Chair of Governor's signature
1	16/6/21	1,2.3 & 4	Various	Amendments to reflect Welsh Government Guidelines	To clarify definitions boundaries and confidentiality	Helen Starkey 1/07/21

# **SUBSTANCE MISUSE POLICY**

## **GENERAL**

This policy is in line with the Welsh Government Document: Guidance for Substance Misuse Education, published July 2013.

It should be read in conjunction with the school's:

- Behaviour Policy;
- Safeguarding Policy;
- Exclusions Policy;
- Administration of Medicines Policy;
- Health and Safety Policy;
- PSE policy.

## **Rationale**

The policy aims to make clear the school's approach to substance misuse.

It sets out the governing body's policy on drugs education and makes clear the procedures that should be followed in responding to drug-related incidents.

The purpose of this policy is to safeguard all members of the school community. To raise awareness of legal/illegal substances and their misuse.

## **RESPONSIBILITIES**

### **The Headteacher**

The Headteacher has overall responsibility for the implementation of this policy, for liaison with governing body and parents/carers, and external agencies as appropriate, and for the training and support of all staff.

The Headteacher is responsible for liaison with the media (in conjunction with the LA) when necessary.

### **Committee of the Governing Body**

The Curriculum, Staffing & Pastoral Committee will receive reports when necessary from the Nominated Governor for Safeguarding and/or the DSP or Headteacher on the progress of the education programme, and any sanctions that have had to be applied since the last meeting. The Committee has the delegated duty to take what action it deems necessary and make a report to the next meeting of the Governing Body.

The nominated governor for safeguarding will advise and support the Headteacher and Governing Body with any action required in relation to substance misuse.

## **Chair of the Governing Body**

The Chair of the Governing Body, in consultation with the Headteacher and Nominated Governor, is empowered to take any necessary urgent action, and to report this to the next meeting of the governing body.

## **All Staff**

All members of staff must know the school's policy and seek to obtain the relevant skills and knowledge to support the policy.

## **DEFINITION**

Drugs that should not normally be in school include common ones such as:

- tobacco
- alcohol
- over the counter medicines
- prescription only medicines such as anabolic steroids and benzodiazepines
- illegal substances such as heroin, cocaine, ecstasy, amphetamines, LSD, cannabis, magic mushrooms
- volatile substances such as aerosol propellants, butane, solvents and glues
- new and emerging drugs (NEDs).

Further information and details of individual substances can be found at [www.dan247.org.uk](http://www.dan247.org.uk)

## **The Boudaries of the environment covered by this policy**

This policy covers all of the school grounds both during the school day and outside of normal school working hourse (8.45am – 3.25pm).

It also covers school transport and educational and extra curricular trips.

## **Substance Misuse Education**

The school will implement as part of the PSE/Health and Well Being programme a planned substance misuse education programme (and within other appropriate areas of the curriculum for example Science).

The programme must:

- inform pupils about drugs and their effects through Health and Well Being lessons;
- promote a positive attitude towards a healthy lifestyle;
- increase pupils' understanding of the health and social implications of the use and misuse of drugs;
- inform pupils about course of action open to them if they or people they know become, or might become, involved in drugs activity and be informed of school policy; and
- inform pupils about support and resources available in school and outside school.
- Understand the legal implications of substance use/misuse
- Include the participation of the school's Police Liaison Officer and School Based Youth Worker

The programme of study is implemented and evaluated by the PSE Coordinator and is taught by the Health and Well Being teachers. The curriculum is taught at all key stages.

### **What is a Substance Misuse Incident?**

The types of incidents include the following:

- Litter related to substance misuse around premises, e.g. cans, syringes, etc.
- Suspicion, rumour or allegations about an individual's activities.
- Disclosure about substance misuse on the premises or while the children/young people are the responsibility of the school, e.g. school trip.
- Children and young people clearly displaying signs of substance misuse or under the influence of substances.
- Possession of substances while children and young people or adults are the responsibility of the school
- Use of substances while children and young people or adults are the responsibility of the organisation.
- Selling or dealing in substances while children and young people or adults are the responsibility of the school.
- Possession, use or selling of substances by individuals who are not the responsibility of the school but are on the premises (e.g. parents/carers, members of the public).

### **Procedures for Managing Substance Misuse Related Incidents**

1. Staff should ensure that all cases of substance misuse, or suspected misuse, are reported to the Head or another member of the Senior Leadership Team.
2. In all instances involving substance misuse or supply on the school's premises parents/carers will be informed, and their co-operation sought.
3. The school will consider each drug incident separately and consider the appropriate action, bearing in mind the circumstances of the case, and the need to balance the interests of the pupil, other members of the school and the wider community.
4. Any incident of substance misuse will be dealt with in line with the school's Discipline Policy.
5. Alongside an appropriate sanction the school will offer relevant support and education for the learner.

### **Handling and Disposing of Illegal Substances**

The school will hold securely (locked in the school safe, located at reception) any illegal substance. The school's Police Liaison officer (or other available police officer) will then securely remove the substance from school site.

### **OFFENCES OUTSIDE THE SCHOOL**

If a pupil is involved in a drug-related incident outside the school the Head teacher will assess the implications for the pupil and the school and determine the best course of action

bearing in mind the interests of the learner and the interests of the school and wider community.

The Head will consult the Police Liaison Officer or other agencies before making a decision and it should be reported to the Central Referral Team. Telephone - 01554 742322

A Risk Assessment may be considered for the learner.

### **Substance Misuse within the family**

Where the school has been made aware of substance misuse within a learner's family the school will contact Central Referral Team. – 01554 742322 for advice and following advice would submit a Multi Agency Referral Form to Children's Services.

The school would work with outside agencies to support the learner in this situation.

### **Confidentiality**

As with any safeguarding incident maintaining confidentiality is paramount. Information is to be shared where appropriate with the sole aim of protecting the individuals involved and ensuring they are appropriately safeguarded.

## **STAFF TRAINING**

The Head teacher will ensure that staff (teaching and support staff) will receive appropriate training in drug education and the handling of incidents that they might come across.

Staff training will be delivered in conjunction with the school's Safeguarding training.

All staff should know this school policy and be informed of any changes to it.

## **Monitoring and Evaluation**

The Curriculum, Staffing & Pastoral Committee of the Governing Body receive reports on the implementation of the policy when necessary.

The school records all incidents on substance misuse.

The school uses the SHRN survey to monitor learner understanding of this substances and uses this data to inform the planning of the PSE/Health and Well Being Provision.

The Governing Body will review the policy regularly and will assess its effectiveness and whether any changes are necessary.

Any changes will be notified to the staff and parents/carers.

## **Dissemination**

All staff members are to be provided with this policy.

The policy will be publically located on the school's website.

Pupils are to know about the policy through PSE/Health and Well Being Education.