



Langton Primary School

Substance Misuse & No Smoking Policy

**Adopted by: Full Governing Board
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Introduction

The school has a statutory duty to keep children safe and promote well-being. This policy clarifies its legal requirements, outlines responsibilities and procedures under legislation, for keeping children safe and for ensuring children's well-being.

Definition of substances

- All illegal drugs controlled by the Misuse of Drugs Act 1971, including novel psychoactive substances (legal highs)
- All legal drugs including alcohol, tobacco, e-cigarettes, volatile substances, alkyl nitrates (poppers)
- All over-the-counter and prescription medicines (misuse of).

This policy applies to:-

- all people including pupils, staff, governors, contractors, parents & visitors
- the school building and grounds
- school activities outside the school grounds
- transport used for school purposes

The school's stance on substance

The school will not permit the misuse of substances, nor the use or presence of unauthorised substances on-site or associated with any activity, anywhere, for which the school is responsible. Substance misuse incidents will be dealt with fairly with the well-being, health and safety of the whole school community being paramount.

Alcohol is allowed on the premises, by prior arrangement and for specific functions, authorised by the governors or headteacher. It will only be handled by adults. Where alcohol is provided as e.g. a prize in a raffle, it will only be given to a person over 18.

Smoking, including e-cigarettes, is not allowed on the school premises at any time. It is also illegal to smoke in a car or other vehicle with anyone under 18 to protect children from second-hand smoke. While the law does not apply to e-cigarettes or a convertible car with the roof completely down, anyone transporting pupils should not smoke any product.

Roles & responsibilities of governors

Governors are responsible for:

- approving & monitoring the effectiveness of this policy
- ensuring it is disseminated to the wider school community
- ensuring all statutory & other safeguarding requirements are met
- with the headteacher, ensuring the substance misuse curriculum is being taught and meets the needs of pupils.

Roles and responsibilities of head teacher

The headteacher is responsible for:

- providing a safe place of work for all staff and pupils
- liaising with the governors, parents, local authority and appropriate outside agencies
- Informing parents about the school's stance and responsibilities on substance misuse, including smoking, via this policy on the school website
- working with the PSHE subject lead to ensure the effective delivery of substance misuse education
- informing the governors of any substance issues
- act upon any concerns which may arise from pupils' misuse behaviour
- liaising with Compass Reach as necessary (*they provide substance misuse support for all pupils aged 9 & upwards in North Yorkshire*)
- Informing parents of any incident which could result in potential harm to their child
- Logging & monitoring all substance misuse incidents.

Under DfE guidance on behaviour & discipline, schools can respond to incidents which happen outside the school gate where they:

- could have repercussions for the orderly running of the school
- pose a threat to another pupil or member of the staff or public
- could adversely affect the reputation of the school.

In these circumstances, the headteacher will decide whether the police should be informed (necessary if the behaviour is criminal or a serious threat to a member of the public).

If the headteacher considers the misbehaviour may be linked to the child suffering, or being likely to suffer, significant harm, the school's safeguarding policy will be followed.

Roles and responsibilities of the whole staff team

Substance misuse is a whole school issue and as such, all staff, both teaching and non-teaching, will be aware of the policy and know how it relates to them should they be called upon to deal with a substance misuse related incident.

All new staff will be made aware of the policy and procedures and staff training needs met as part of implementing their safeguarding duties. Staff requiring training to enable them to deliver their PSHE responsibilities should speak to the PSHE subject lead.

Teaching and non-teaching staff are recognised 'role models' and must not smoke in sight of students near the school site or on school visits,

Roles & responsibilities of PSHE subject lead

The PSHE subject lead is responsible for:

- ensuring the implementation and quality of a PSHE scheme of work incorporating age-appropriate education on substances
- ensuring staff are confident in the skills to teach and discuss issues related to substances
- considering the needs of all pupils
- accessing appropriate training
- regularly monitoring the curriculum, planning and resources throughout school

- ensuring procedures are in place for assessment, monitoring and evaluation of the education on substances
- Informing parents about the school's stance and responsibilities on substance misuse, including smoking, via PSHE curriculum information on the school website.

Roles & responsibilities of pupils

- Pupils are not allowed to use substances at school or whilst engaged in any off-site activity representing the school, or while travelling to or from school
- Any medicines a pupil needs to take during the school day will be handed in to the office in the morning, administered by a member of staff and returned at the end of the day. A medicine form will be completed by the parent authorising a member of school staff to administer the prescribed medicine.

Roles & responsibilities of caretaker

Any substances or paraphernalia found on school premises will be recorded and reported to the headteacher in accordance with this policy.

External Agencies

Whilst the responsibility for organising and delivering most, if not all, of the education on substances rests with the school, there may be times when an external contributor can add value and bring to the classroom additional experience, skills or knowledge that teachers may not always have.

Young people's substance misuse support services

When considering a substance misuse incident, the nature of the incident and the age of the child will be considered. The school has a responsibility to refer a child to Children's Social Care if it is believed or suspected that the child

- has suffered significant harm &/or
- is likely to suffer significant harm &/or
- has developmental and welfare needs which are likely only to be met through provision of family support services (with the agreement of the child's parent).

Support should be accessed as early as possible and doesn't have to be after a substance related incident.

Further Information on substance misuse support can also be found on the school website under the 'Child Protection' heading.

Education on substances

Education on substances will be included in the planning and delivery of the PSHE curriculum (see PSHE policy).

What to do in the event of finding a substance

1. Take possession of the substance, ideally with an adult witness present and inform the headteacher. Staff are permitted to take temporary possession of what may be an illegal drug for the purpose of preventing an offence being committed or continued.
2. In the presence of an adult witness the article will be packed securely and labelled with the date, time quantity and place of discovery

3. The package will be signed by the person who discovered it and the witness, and stored in a secure place
4. If the substance was not discovered on a person or in their possession, assess the area where it was found to establish if any pupils may have passed that way and picked up/taken the substance. Speak to relevant staff and pupils/parents if necessary. Watch for any unusual behaviour in the pupils.
5. Arrangements will be made to hand the package over to the police. Staff should not attempt to analyse or taste any found substance.
When the police are informed, they will collect the substance and deal with it in line with locally agreed protocols. The law does not require school to divulge to the police the name(s) of the pupil(s) from whom the drugs were taken, but it is advisable to do so.
6. Record full details of the incident including the police reference number.
7. Inform parents/carers unless this is not in the best interest of the pupil(s).
8. Identify any safeguarding concerns and develop a support and behaviour response which will be proportionate, balancing the needs of the individual with the those of the wider school community.
9. Consider making a referral to Compass Reach (for pupils aged 9-19)

What to do in the event of discovering a hypodermic needle

1. If possible, do not pick up the needle, but if deemed necessary, an adult should do it with care, wearing gloves, and place it in a container that cannot be pierced, e.g. a biscuit tin. Alternatively, cover the needle with a bucket or other container.
2. Cordon off the area to make it safe.
3. Inform the headteacher and the caretaker.
4. Contact the necessary service within the Local Council who will take the needle away.

What to do in the event of finding or suspecting a pupil is in possession of a substance

1. Request that the pupil hand over the article(s), preferably in front of another adult witness.
2. Follow the procedure for 'finding a substance' above.

Searching and Confiscation

- Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. The headteacher can decide not to use these powers. Authorised members of staff have power to search where a pupil refuses a reasonable request to, e.g. turn out their pockets, but this does not impose any duty upon members of staff to carry out a search.
- The search will take place on school property, or where the member of staff has lawful charge of the pupil, e.g. on a school trip. The searcher must be the same gender as the pupil and it must be done in the presence of another member of staff, preferably of the same gender as the pupil.

- The pupil may not be asked to remove any clothing other than outer clothing (clothing not touching skin or underwear).
- 'Possessions' means any goods over which the pupil has, or appears to have, control, including lockers and bags. Pupil's possessions can only be searched in the presence of the pupil and another member of staff.
- Consent of parents/carers is not required to carry out a search, nor do they need to inform parents when a search has been carried out. There is no legal requirement to make or keep a record of the search, but Langton School will do this.
- Staff can search for substances they reasonably believe are illegal, but which may, after testing, be found to be legal.
- Any alcohol found will be retained or disposed of, but not returned to the pupil.
- Any drugs found will be handed over to the police. If it is unclear if they are legal or illegal, they will be treated as illegal.

Procedures for managing a pupil suspected to be under the influence of a substance

- Stay calm
- Put pupil in a quiet area and do not leave them unsupervised
- Seek medical advice
- If the child is drowsy or unconscious, place in recovery position, loosen tight clothing and attempt to establish what the child has taken
- Any suspected substances should travel with the pupil if removed for treatment
- Vomit will be safely collected where possible and taken with the pupil (for analysis)
- Contact the pupil's parent/carer.

Procedures for managing a parent/carer suspected to be under the influence of a substance when collecting their child(ren) and parental use of substances

Where parents/carers are suspected or known to be using substances, including alcohol, staff will only intervene if the child is judged to be suffering significant harm. Any staff concerns about parental misuse will be reported to the headteacher who will follow the school's safeguarding policy.

However, there may be occasions where an immediate, urgent call needs to be made to the police (999) because it is judged that the child or another person, including members of staff may be imminently at risk of serious danger. Examples include:

1. An intoxicated parent is behaving violently or is threatening violence, compromising the immediate safety or care of a child
2. Place others in danger by driving a car whilst unfit through drink or drugs.

Investigating, recording and supporting a substance related incident

Investigations will seek to elicit as much information about the incident as possible from the pupil in order to provide the best support. This, with other available

information will help to indicate where this was a reckless or naïve act or one that was premeditated with an understanding of possible outcomes.

All involved pupils will have an appropriately timed informal conversation with the headteacher and provided with further information about substance and their misuse and given access to further support.

If a pupil attends a local A&E Department with a drink or drugs related concern, the Healthy Child team will receive information from A&E, enabling them to follow up the pupils and offer additional support & guidance.

Responses to a substance-related incident

- Responses to any incident will be proportionate, balancing the needs of the individual with those of the wider school community. The aim will be to provide pupils with an opportunity to learn from their mistakes. The headteacher will determine what action is appropriate
 - A sanction or consequence for breaking the rules on the school site, consistent with the Behaviour Policy
 - Contact with the parents/ carers to discuss appropriate support
 - Pastoral support programme and monitoring of the pupil
 - Referral with the young person's consent to a relevant support agency e.g Compass Buzz

Exclusion for substance-related incidents

It is not anticipated that any child will be excluded following a substance-related incident.

When to contact the police

If a pupil is found in possession of and/or believed to be supplying suspected illegal drugs on school premises, the police will be informed as a school cannot knowingly allow its premises to be used for 'administering or using a controlled drug, which is unlawfully in a person's possession'.

If police attend an incident at school an appropriate adult will always be present during interviews. The school will make every effort to contact the child's parent/carer before their child is interviewed, inviting them to attend immediately unless a professional judgement has been made that to do so may jeopardise the welfare of the pupil.

If formal action is to be taken against a pupil, police will normally arrange for the pupil to attend a local police station with their parents/carers. If it is agreed to record an incident as a crime following discussions with the headteacher, a detailed record will be made by both the school and the officer of the actions taken.

If staff have any concerns about people dealing illegal substance on or near school premises, the police will be contacted.

Limits of confidentiality

In fulfilling the role of safeguarding pupils, the school recognises that although pupils have the same rights to confidentiality as adults, no pupil can be guaranteed absolute confidentiality.

Staff will report any information or disclosure which raises concern that a child may be at risk of significant harm to the headteacher who, as the member of staff

responsible for safeguarding will act in line with the school's safeguarding policy and procedures.
Pupils concerned will be informed that teachers cannot offer or guarantee unconditional confidentiality.