



**Substance Misuse Policy**

**Document Control**

<b>Organisation</b>	The Saints' Federation All Saints' C/W Primary School St David's Church in Wales Primary St Mellon's Church in Wales Primary
<b>Title</b>	Substance Misuse Policy
<b>Author</b>	School
<b>Owner</b>	Executive Head Teacher and Governing Body
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**Revision History**

<b>Revision Date</b>	<b>Revision</b>	<b>Previous Version</b>	<b>Description of Revision</b>
	1.0	N/A	Policy created and signed off
May 2026		1.0	Name change to include St Mellon's CiW Primary in The Saint's Federation

Signed by Chair of Governors on behalf of the Governing Body

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Signed by the Executive Headteacher:

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Date approved: ..... (by full Governing Body)

Date of review: .....

This policy has been developed as part of a whole school ethos which is, to develop healthy confident individuals, who have a high self-esteem and are able to take responsibility for their own learning and actions.

At the Saint's federation of Schools, we recognise the increase of substance misuse within society. The acquisition of knowledge, understanding and skills, which enable young people to consider the effects of substances on themselves and others, is therefore of vital importance. The term substance misuse, throughout this document, includes medicines as well as tobacco, alcohol, illegal drugs, solvents and glues. We recognise the importance of exploring the beneficial use of drugs as medicines, as well as the harmful effects of drug misuse.

The definition of 'substance misuse' refers to the **use** of illegal drugs and the **misuse**, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Substance misuse can harm the misuser both physically and mentally and, through the misuser's actions, other people and the environment may also be adversely affected.

### **Aims and objectives**

The Saint's Federation of Schools believes that the essential aim of substance misuse education should be: to provide pupils with an age appropriate understanding of substances, emphasise the benefits of a healthy lifestyle and to provide children and young people the knowledge and skills to make informed and responsible choices in life.

At the Saint's Federation of Schools, through a balanced PSE curriculum we aim to:

- To promote pupils' self-esteem and confidence.
- To provide accurate information about substance misuse.
- To consider and/or challenge attitudes pupils may have regarding drugs and misuse.
- To provide opportunities for pupils to be equipped with and practice the skills they need to avoid misuse of substances.
- To help pupils to distinguish different drugs, consider their use, misuse, benefits and harm. Ensure that parents and the community are informed of our policy.
- To establish procedures for responding to drug incidents

- To develop a whole-school approach to drug education.
- To provide an environment where pupils feel safe in discussing their views/experiences of drug use/misuse.
- Provide a non-judgemental substance misuse education that does not support stereotyping or stigmatisation.

## **Implementation**

In accordance with Welsh Government guidance, the Saint's federation of Schools have a designated Healthy Schools co-ordinator in each school, who, in conjunction with the Executive headteacher and Head of Schools, is responsible for the implementation and management of substance misuse education within the school. The Healthy Schools co-ordinator has responsibility for supporting policy implementation, by providing advice and support to governors, senior managers, curriculum leaders, classroom teachers and support staff.

The Healthy Schools co-ordinator will ensure that:

- The policy is disseminated to all members of the school community and is discussed and understood.
- The substance misuse curriculum is delivered within an overarching local authority quality assurance framework.
- Clear roles and responsibilities for policy implementation are identified.
- The underpinning aims and values and attitudes towards substance misuse education are made explicit to all stakeholders.
- Staff delivering Substance Misuse Education are knowledgeable, skilled and confident to do so through ongoing access to consistent support and good-quality training.
- Liaise with external agencies to provide the school with the most up to date knowledge and support.
- Learners are made aware of appropriate organisations/services for advice and/or support.

Substance misuse education will be delivered through a combination of planned curriculum opportunities led by the class teacher or whole school approaches led by external providers, such as the school community officer. Aspects of substance misuse will also be addressed in other curriculum areas and individual pupil's questions will be addressed as they arise.

Younger pupils will follow a planned substance misuse education programme, which will be based upon the PSD curriculum.

Learners will be taught:

- What is safe to put into/onto the body and what substances can be harmful if not used properly.
- That all medicines are drugs but that not all drugs are medicines.
- The places that are safe, where to get help and the people in the community who can help them.
- The rules for keeping safe at home and at school.
- When to keep a secret and when to tell.
- That they have rights over their own bodies.
- That some people need drugs to live a normal life and that some drugs can prevent the development of diseases e.g. immunisation.

In addition, Year 5 and 6 children will be taught:

- About a range of legal drugs encountered in everyday life.
- To have some understanding of the effects of legal drugs and any associated risks.
- That some substances are illegal.
- To have some understanding of the effects and consequences of illegal drugs and associated risks.
- School rules/safety rules relating to medicines, alcohol, tobacco, solvents and illegal drugs.
- That discarded syringes and needles can be dangerous.

Pupils' understanding of substance misuse education will be demonstrated through assessment against learning objectives, which will be built into curriculum planning. A variety of assessment techniques will be used including, peer assessment and self-assessment. The reporting of individual's achievement and progress will include skill development, values and attitudes, as well as knowledge and understanding. Progress in these areas will be reported through written reports to parents including pupil's awareness and attitudes to others, responsibility and contribution to the life of the school

### **Managing Substance Misuse Related Incidents**

At the Saint's federation of Schools, we recognise that substance misuse related incidents in primary school are rare, however, we also recognise the need for clear procedures should an incident occur.

The Saint's Federation of Schools have identified a drug related incident as:

- Drugs or associated paraphernalia are found on school premises.
- A pupil, staff member or parent/carer is found in possession of drugs.
- A pupil, staff member or parent/carer is found to be supplying drugs on school premises.
- A pupil, parent/carer or staff member is thought to be under the influence of drugs.

At all times the schools will follow guidance on confidentiality when dealing with substance misuse incidents. Evidence will be gathered carefully, and an agreed record-keeping tool will be used to record events. Where evidence warrants, the Headteacher or Governing Body will inform the police of illegal substance misuse. In some circumstances, it may also be necessary to report criminal behaviour associated with alcohol abuse.

The caretaker regularly checks the school premises for any substances or drug paraphernalia. If any substances or drug paraphernalia are found, it will be recorded and reported to the Executive Headteacher/Head of School who will deal with the matter in accordance with this policy.

All employees, colleagues and visitors to the school must report to work fit to undertake their duties in a condition which is acceptable to the Headteacher and Governing Body. Being under the influence of alcohol or drugs is not acceptable at any time.

Any employee, colleagues or visitors to the school that is on medication prescribed by their doctor must notify the Headteacher if there is a likelihood that the medication could affect their job performance or the safety of themselves or others.

### **Signs of Drug Misuse**

All staff are made aware of the signs of substance misuse characteristics.

Drugs can affect the brain and the body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to impaired judgement or concentration. Drugs can also bring about the neglect of general health and well-being.

Examples of drug misuse may include:

- a) sudden mood changes;
- b) unusual irritability or aggression;
- c) a tendency to become confused;
- d) abnormal fluctuations in concentration and energy;
- e) impaired job performance;
- f) poor time-keeping;
- g) increased short term sickness absence;
- h) a deterioration in relationships with colleagues, clients or management;
- i) dishonesty and theft (arising from the need to maintain an expensive habit).

In all cases the Executive Headteacher and Head of Schools should be informed immediately. If there is any question of a medical emergency the school will immediately call for medical assistance.

### **Pupil/ Staff Discipline and Support**

The Executive Headteacher/Head of Schools will be responsible for deciding how to discipline a pupil or staff member following any drug-related incidents. All factors influencing the incident will be taken into account and recorded.

Any staff member who is found to be misusing drugs or substances, refuses to accept help, or ignores the corporate policy on the misuse of drugs and substances will be treated in accordance with the Schools Disciplinary Procedure.

### **Confiscating an illegal drug and its disposal**

School staff will not attempt to analyse or taste an unidentified drug but will take temporary possession of any drug suspected of being a controlled drug for the purpose of protecting our pupils from harm or committing the offence of possession. If we suspect that a pupil is concealing illegal drugs, we will encourage the pupil to voluntarily surrender the drug. Under no circumstances will any teacher undertake an intimate physical search. If the pupil refuses, the Headteacher may decide to contact parents and/or the Police Schools Liaison Officer. We will always inform parents if the

police are to be called to an incident. As our primary concern is the welfare of all our pupils, alternative action may be taken. For example, if we feel that parents are directly involved in the situation causing concern, or that they may seriously overreact and cause harm to the child, we may have to inform other appropriate agencies.

If the drug cannot be identified it will be treated as illegal and will be handed to the police as soon as possible. We will always ensure that a witness is present when disposing of any drug. We will then decide how to proceed with due regard to Child Protection policy issues. We will then keep a record of the action taken when responding to incidents of this nature, irrespective of the seriousness.

### **Parental Consent**

In accordance with Welsh Government guidance a school is able to offer advice and information about substance misuse to children and young people without the consent of a parent. However, in line with the Children Commissioner Act, we believe it is good practice to make parents aware of when and what will be covered in curriculum teaching.