

St Bronagh's Primary School, Rostrevor.



Misuse of Substances / Drugs Education Policy

Date approved by Board of Governors: 25-1-24

Review Date – Autumn 2025.

Signed 

Chair of Governors

Misuse of Substances / Drugs Education Policy

Rationale

In today's society there is increasing availability and misuse of legal and illicit substances across all sections of society. Whilst we recognise that parents are the primary educators of their children, we realise that in St Bronagh's PS, we are well placed to provide support and care in the area of substance misuse. As such, we encourage all pupils to develop personal and social skills that will enable them to make informed decisions regarding substance misuse. In addition, the school will continue to promote opportunities for pupils to develop positive mental health and self-esteem, for example through the PATHS Programme. We recognise that an asserted approach for supporting young people in substance education is to create an ethos within the school which promotes individual empowerment, and values, such as tolerance, openness, honesty, respect and caring for oneself and others.

Aims

- To establish abstinence/prevention as the main approach to substance misuse.
- To establish an environment free from the misuse of all substances.
- To provide guidance on the protocols to be used in suspected or real substance misuse.

Objectives

- To provide factual information and knowledge about drugs/substances.
- To establish and develop personal and social skills that will enable a young person to make positive, informed decisions.
- To promote opportunities for pupils to enhance and develop positive mental health and self-esteem.

These are intertwined and mutually supportive.

Legal Legislation

It is the policy of St Bronagh's PS to comply with the legal requirements laid down in The Misuse of Drugs Act (1971) and other relevant legislation.

In keeping with requirements, we will publish relevant sections of our Misuse of Substances/Drugs Education Policy in our school prospectus. A copy of the policy may also be obtained from the office or website.

Whole School Approach

It is the view of our staff that education surrounding drugs/substance misuse should not be taught in isolation, but rather as an integral part of our Personal Development Programme. This involves developing a set of values and skills that will aid in producing rounded 'whole' pupils - physically, intellectually, emotionally and spiritually. The aims stated above are fulfilled through pupils' experiences in the taught curriculum, the informal curriculum and through opportunities in extracurricular activities.

Roles and Responsibilities

A response to a substance-related issue is not just the responsibility of teaching staff within this school. We use a multidisciplinary approach to deal with all issues relating to drugs/substance misuse. Included are:

- Board of Governors.
- Designated Teacher.
- Personal Development Curriculum Co-ordinator.
- Safeguarding Team.
- All Members of Staff.
- External Agencies.

Responding to Misuse of Substances and Related Incidents

(Ref Appendix 3, 4, 5 and 6)

In the unlikely event of an incident occurring, we will follow the practices and procedures stated in the Misuse of Substance Flowchart. **(See Appendix 3)**

In addition, parents/guardians will be immediately notified as will the Board of Governors and the PSNI in order that investigations into the source of, and possible trafficking in, illegal substances can be expedited. Our policy in these matters is to proceed with the utmost discretion and sensitivity bearing in mind the need to protect the rights of the pupil concerned, their families and our school. However, it will be made clear to our pupils that no guarantee of confidentiality can be offered if he/she discloses to an employee that he/she is taking drugs. Due to the seriousness of substance misuse, any incidences/knowledge must be reported to the Safeguarding Team who will ensure that proper action is taken to protect that pupil.

Procedures to be followed:

Pupil under Influence - ensure immediate safety of pupil and others and administer first aid if and when necessary. The Safeguarding Team should then be informed, followed by parents. At this stage both the PSNI and the EA should be informed.

Pupil Suspected/Known to be in Possession of a Substance - pupil will be asked to surrender the substance whereupon it will be placed under lock and key until collected by the PSNI. Upon refusal to comply, the pupil will be escorted to the Principal who will make a further request. Upon refusal by the pupil to accompany a responsible adult to the Principal, the Principal will be sent for while the adult remains in close proximity to the pupil.

Pupil Dealing - Safeguarding Team should be informed immediately whereupon the PSNI and EA will be contacted.

Media

The Principal will take responsibility for liaison with the media.

Recording and Referral

Appendices 4, 5 and 6 will be used to record and refer information to both the EA and the employing authority.

Managing External Agencies (Ref Appendices 1 and 2)

We acknowledge the importance of ensuring that any external agencies used to support our work with young people must adhere to the values and ethos particular to our school. The staff of St Bronagh's PS is aware of the importance of a contract being agreed upon by all contributory parties.

Safety in the School

St Bronagh's PS has four qualified First Aiders who are known to all staff and are easily accessible.

All substances and associated paraphernalia will be collected, stored under lock and key and delivered to the PSNI.

Policies and procedures are in place to communicate with parents regarding the safe storage and administration of prescribed and over-the-counter medication during school hours.

Staff Development

We update and train our staff regarding issues surrounding drugs/substance misuse as appropriate.

Related school policies

This policy is also set within the broader school context of Pastoral Care and as such should be read in conjunction with the following school policies:

- Pastoral Care Policy.
- Personal Development Policy.
- Child Protection Policy.
- Positive Behaviour Policy.
- Intimate Care Policy.
- Anti-Bullying Policy.

Monitoring, Reviewing and Evaluating

Periodic review of our Drugs/Substance Misuse Policy will take place to reflect changing circumstances and trends. Evaluation will cover two areas:

- The effectiveness of the policy to assist pupils in resisting the lure of substance misuse.
- The effectiveness of the procedures and practices in place to deal with substance related incidents.

Appendix 1

Service Level Agreement for Use with External Agencies Working in Schools

I/We have read the school ethos and policies of St Bronagh's P.S. and agree to formally adhere to their ethos and policies:

- in working with young people and
- in the delivery of the programmes outlined below:

I/We am/are, willing to provide **full** details of material content to:

Senior Management, Teachers, Parents, Governors, and other Appropriate Bodies
and agree to fully implement any changes deemed necessary by the above representatives.

I accept the right of the school to withdraw the invitation issued to support the school in the education of our young people.

I/We formally accept the above terms of reference and in so doing I/We will acknowledge the agreement made.

Signed _____ **(External Agency)**

Dated _____

Countersigned: _____ **(Principal or Chair of Board of Governors)**

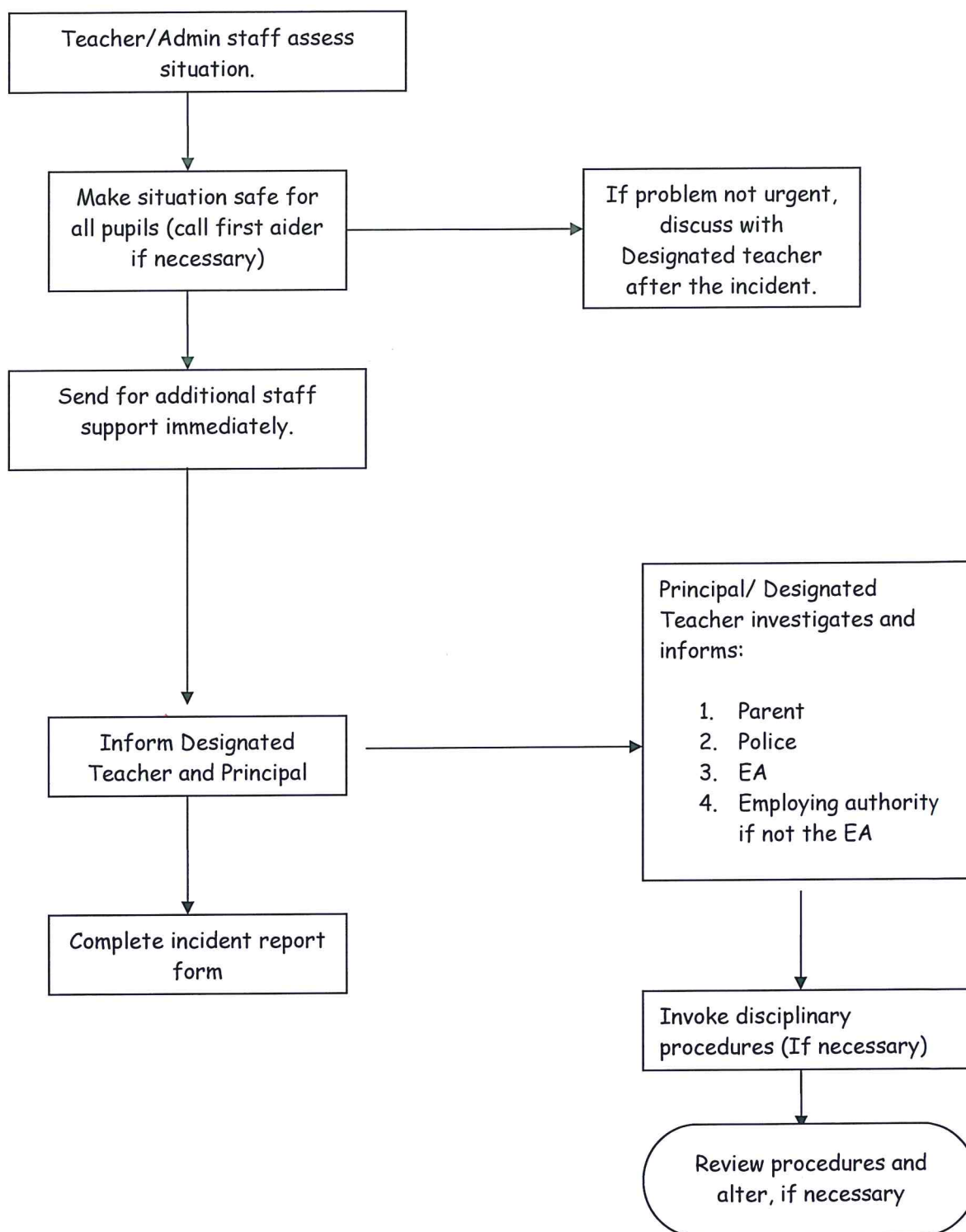
Dated _____

Appendix 2

Checklist for use of Schools Designated Child Protection Officer to vet External Agencies working in schools

- Accredited Body
- Copy of Mission Statement
- Personnel to be used: Police Check
Official Qualification
Key Person
- All statutory requirements fulfilled: i.e. Health and Safety Policy, etc.
- Sufficient Insurance
- Principal Informed and Approval Granted
- School Ethos read and understood
- Service Agreement completed and signed
- Evidence of current legislation
- Established format for feedback
- Evaluation process in place

Appendix 3 - Misuse of Substance Flowchart



Appendix 4 - Drugs and Substance Misuse Incident Report Form
(Form to be completed by Teacher involved in Incident)

Nature of Incident:

Date: _____ **Time:** _____ **Venue:** _____

Pupil(s) involved:

Teacher Response:

Substance given to Principal/Designated Teacher: Yes ☐ NO ☐

Report to Designated Teacher: Yes ☐ NO ☐

Report to Principal: Yes ☐ NO ☐

Signed: _____ **Date:** _____

Appendix 5 - School Record and Checklist

(To be completed and held as record by Principal / Designated Teacher)

Date: _____

Nature of Incident:

Substance in secure storage: _____ (please tick)

Staff involved:

Report from staff attached: _____ (please tick)

Name of Pupil(s) involved:

Year:

_____	_____
_____	_____

Informed (Circle as appropriate):

- | | |
|-----------------------------------|-------|
| ➤ Parent(s)/Guardian(s) : | _____ |
| ➤ Local CSIO : | _____ |
| ➤ Board of Governors : | _____ |
| ➤ EA : | _____ |
| ➤ Employing Authority if not EA : | _____ |
| ➤ Other relevant bodies : | _____ |

Action plan for pupil support in place:

Signed: _____

Principal/Designated Teacher

Appendix 6

PRO FORMA TO INFORM EA/EMPLOYING AUTHORITY

Name of School: St Bronagh's Primary School

Address: 53, Church Street, Rostrevor, Co. Down, BT34 3BB.

Telephone No: 028 41738450

Date: _____

Principal: Mr John Gallagher

Contact Teacher: Mrs Teresa Crimmins

Details of Incident:

Substance (if identified): _____

I have completed the checklist outlined in Appendix 5:

Signed: _____

Date: _____

Reference Materials

Area Child Protection Committees' Regional Policy and Procedures April 2005

Children (NI) Order 1995 'The Sexual Offences (Amendment) Bill 2000'

DE Circular 'Relationships and Sexuality Education (RSE)' 2001/15

DE Circular 'Drugs: Guidance for schools' 2004/9

DE Circular 'Pastoral Care in Schools' 1999/10

Drugs: Guidance for Schools in Northern Ireland CCEA 2004 ISBN 1 85885 652 3

Evaluating Pastoral Care 1999 DENI 1999

Guidance for Primary Schools: Relationships and Sexuality Education CCEA 2001 ISBN 1 85885 209 9

Guidance for Post Primary Schools: Relationships and Sexuality Education CCEA 2001 ISBN 1 85885 209 9

Integrating Personal Safety Programmes into the Curriculum: Child Protection CCEA 1999 ISBN 1 85885 202 1

Pastoral Care in Schools: Child Protection DENI 1999

The Education and Libraries (NI) Order 2003

Together Towards Improvement: A Process for Self-Evaluation Department of Education ETI

UN Convention on the Rights of the Child Article 3; Article 12; Article 19