Substance Misuse and Prevention Policy (Secondary schools) September 2024

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This document is also available in Welsh, and may be available in other formats on request.

To be completed by the school:

Policy version number	5
Date Policy formally approved by Governing Body	January 2025
Date Policy becomes effective	
Review Date	September 2026
Signed (head teacher)	
Signed (chair of governing body)	
Information about this policy is available to parents/carers	
Well-being assessment completed and date	n/a
Data protection impact assessment completed and date (if applicable)	n/a

To be completed by Denbighshire Education and Children's Services:

Policy developed by	education.audit@denbighshire.gov.uk
Date originally adopted & by whom	March 2011, Secondary and Special Schools
Date original policy was issued to Denbighshire schools	March 2011
Version number and date	Version 5, September 2024
Review date	2026
Well-being assessment completed and date	Version 1: 11/07/2017
Data protection impact assessment completed and date (if applicable)	

Revisions since last version of policy

Point	Changes made
1.1	Changed: Aims and Objectives To: Introduction ▪ Point 3 - Changed - Provide a safe smokefree (including e-cigarettes) environment for everyone. ▪ To - Smoking and vaping is covered in a separate Whole School Smoke-free premises policy
3	Added: Legal Context added
4.1.1	Added: - ● Curriculum for Wales ● Smoke-free law: guidance on the changes from March 2021 – Smoke free school grounds ● Equality Act 2010 ● Framework on embedding a whole-school approach to emotional and mental wellbeing ● The Health and Social Care (Quality and Engagement) (Wales) Act: summary ● All Wales Child Protection Procedures now Wales Safeguarding Procedures
5.1	Added: The policy was reviewed in 2022/23.
5.4	Added: In 2022/23 the policy was reviewed again by: schools, Behaviour Support Service, Children, Young Persons Substance Misuse Service (CYPSMS), Healthy Schools.
7	Changed: Safeguarding lead To: Designated Safeguarding Person
7.2	Changed: PSE Co-ordinator To: Option for schools to put their own health and wellbeing lead
7.3 7.4 7.5 7.6 7.7	Added: Governing Body section Added: Staff Added: Parents/Carers Added: Learners Added: Other Professionals
8 8.1.4	Removed: Smoking - put in its own Whole School Smokefree Premises Policy Added: Residential Trips
9.4	Added: Trusted staff member
10 and 10.1	Added: Information sharing and GDPR Records of substance misuse incidents will be kept in accordance with the schools GDPR policy.
13	Added: Equality section
15.1	List of partners removed, replaced with ‘relevant partners’

Part 2	Education

2.4	Updated School Crime Beat Policy from 2012 to 2016
3.1.3	Added: Care of an appropriate adult will be sort.
5.2	Replaced: 'We' with Appropriate staff
8.1	Replaced: 'PSE' with the curriculum
9	Added: - In the event that the school suspect a pupil has a banned substance or article in their possession, specific staff will be called to assist and if there is reasonable suspicion, pupils will be asked to empty their bags and pockets under the supervision of two members of staff.
9.1.1	Changed: There will be a reasonable attempt to contact parents/carers to inform them that a search will take place. Parents. Carers do not have the right to prevent such a search or to delay it unduly. To: There will be a reasonable attempt to contact parents/carers to inform them that their child is suspected of being in possession of a forbidden substance or article and has refused to empty their bag or pockets.
9.1.1	Changed: Search will take place To: Situation will be dealt with
9.1.2	Changed: The agreed police protocol will be implemented. To: Parents will still be informed.
10.1	Changed: every attempt will be made to have a parent/carer present. To: Parents/carers will be informed and invited to accompany their child.

Sanctions	
Energy Drinks	Added: Further action - behaviour policy will be followed if the use of energy drinks becomes a continued problem or impacts on the school in terms of behaviour.
Alcohol Repeat offence Supplying / Bringing in to share 2nd Offence Repeat Offence	Added: 5-day intervention cannot be offered at each stage, only once. Added: Offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion Changed: Supplying To: Supplying / Bringing in to share 1st Offence: Change from 1 to 3 day exclusion Added: Offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion Added: Section for 2nd offence Changed: 2 days fixed term exclusion To: Permanent exclusion
Illegal Drugs 1st Offence	Added: 5-day intervention cannot be offered at each stage, only once. Added: And offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion

2nd Offence Repeat offence	Added: Offer 5-day intervention with Barnardo's, if do not engage, then revert to exclusion Changed: 3rd offence To: Repeat offence Changed: 5 days fixed term exclusion Unless behaviour warrants a lengthier period (behaviour policy) NOTE: 5-day intervention from CYPSMS could be accessed To: Permanent exclusion if deemed appropriate, working with local authority. Removed: 4th Offence
Prescription 1st Offence Supplying 1st Offence	 Added: Refer to safeguarding policy if there is a risk, if an emergency call 999. Added: Consider: - What and how much has the learner taken? When? Is it their own medication? Is it a controlled drug? Secure the safety of the learner. Seek medical assistance if needed. Have they accessed this medication with intent of producing another substance – linking to unacceptable use? Added: If appropriate deal with in accordance with the school managing learner's healthcare needs policy.

1. Introduction

1.1 Our school aims to:

- Provide a broad and balanced substance misuse curriculum which promotes the spiritual, moral, cultural, mental, emotional and physical development of every pupil and prepare them for the opportunities, responsibilities and challenges of adult life. We aim to be sensitive and respect differences whilst enabling pupils to understand the risks associated with substance use and misuse.

- Provide a standardised approach to managing substance related incidents with due regard for our legal obligations; to protect the well being of the whole school community and give appropriate messages to staff, pupils and parents/carers ensuring that every incident is dealt with consistently.

- Smoking and vaping is covered in a separate Whole School Smoke-free premises policy

1.2 Rationale

1.2.1 The misuse of substances including tobacco, alcohol and legal/illegal drugs is of major public health concern in Wales linked to health consequences and the latter can be linked to criminal behaviour. We recognise that good quality skills based substance misuse education programmes which are age appropriate can help learners make responsible, well-informed decisions about substances used and /or misused in society. We recognise our responsibility for the safety of our school community and the importance of having a consistent approach to dealing with incidents of substance misuse. We participate in the Healthy Schools Scheme and recognise the value of taking a whole school approach to this issue which includes leadership, curriculum, school environment, ethos and community links.

1.3 Definitions and terminology

1.3.1 The standard definition of a drug or substance used for this policy is: *'A substance is something people take to change the way they feel, think or behave' (*United Nations). For the purpose of this policy this includes a wide range of substances, both legal and illegal. These include:

- Alcohol
- Over the counter medicines
- Prescription only medicines such as anabolic steroids and benzodiazepines
- Illegal substances such as heroin, cocaine, amphetamines, LSD, cannabis, magic mushrooms
- Volatile substances such as aerosol propellants, butanes, solvents and glues
- New psychoactive substances (also known as legal highs)
- Steroids
- Energy drinks

1.3.2 Under the Misuse of Drugs Act 1971 the following are offences:

1. Possession of a controlled drug unlawfully

- Possession of a controlled drug with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises, you occupy or manage, to be used unlawfully for the purpose of producing or supplying controlled drugs

1.4 Policy exceptions

1.4.1 Although substances have no place in our school, there are instances where some substances may legitimately be in our school:

Medicines: Prescribed and over the counter medicines are only permitted for use when authorised in writing from parent/carer to our school and for the sole use of learner. We have a managing learners healthcare needs policy. If learners supply prescription drugs to others in school, they are acting unlawfully and therefore this Substance Misuse and Prevention Policy will apply.

Volatile substances: Those used by specific departments in our school for teaching purposes

Alcohol: it is an offence under the Licensing Act 2003 to sell alcohol without a license. We are aware that if we do have alcohol on the school site that we may be subject to licensing requirements and we will contact the Denbighshire licensing department to determine whether a licence is required (01824 706342).

2. Aims and objectives

2.1 Provide a broad and balanced substance misuse curriculum which promotes the spiritual, moral, cultural, mental, emotional and physical development of every learner and prepare them for the opportunities, responsibilities and challenges of adult life. We aim to be sensitive and respect differences whilst enabling learners to understand the risks associated with substance use and misuse.

2.2 Provide a standardised approach to managing substance related incidents with due regard for our legal obligations; to protect the well-being of the whole school community and give appropriate messages to staff, learners and parents/carers ensuring that every incident is dealt with consistently.

2.3 Provide a safe smoke free (including e-cigarettes) environment for everyone.

3. Legal context

3.1 It is illegal to possess, supply and produce controlled drugs. It is also illegal to import or export drugs, or to allow your premises to be used for drug production.

Controlled drugs fall into three different categories, Class A, B or C, according to their danger or how harmful they are. The sentences for drug offences are different for each class of drugs. Class A drugs are the most harmful, and will lead to a greater sentence.

Psychoactive substances Act 2016 this Act bans all psychoactive substances ("legal highs"). It makes it an offence to produce, supply, offer to supply, possess with intent to supply, import and export psychoactive substances, and to possess a psychoactive substance in a custodial institution.

(https://www.cps.gov.uk/crime-info/drug-offences)

4. Links to other national guidance and school policies

4.1 National guidance

4.1.1 This policy has been developed with reference to the following Welsh Government documents:

- Welsh Government Substance Misuse Delivery Plan 2019 – 2022

- Guidance for Substance Misuse Education (2013)
- Curriculum for Wales
- Smoke-free law: guidance on the changes from March 2021 – Smoke free school grounds
- School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2021)
- Guidelines for Schools and School Community Police Officers (SCPOs) Working Together. School Behaviour Incident Management.
- Wales Safeguarding Procedures
- Equality Act 2010
- Framework on embedding a whole-school approach to emotional and mental wellbeing
- The Health and Social Care (Quality and Engagement) (Wales) Act: summary
- https://www.safeguarding.wales/en/

4.2 Other school policies

4.2.1 This policy should not be seen in isolation as it has clear links with the following school policies:

- Behaviour
- Anti-Bullying
- Health and Safety
- School Visits
- Safeguarding
- Personal and Social Education (PSE)
- Use of Reasonable Force and Physical Intervention (Denbighshire)
- Denbighshire HR Policies (staff) including smoking and alcohol/substances

5. How the policy was developed

5.1 In March 2011 all secondary and special schools in Denbighshire agreed upon a Standard Substance Misuse Policy. This was created by a working group and approved for implementation by all governing bodies. The aim of the policy was to create a standard approach to dealing with substance use and misuse across all schools. The policy was reviewed in 2022/23.

5.2 In July 2013 the Denbighshire Secondary Senior Leadership Team for Inclusion agreed on an updated standardised approach, this coincided with the launch of new guidance from the Welsh Government.

5.3 In 2017 the policy was reviewed and updated by a working group and partners.

5.4 In 2022/23 the policy was reviewed again by: schools, Behaviour Support Service, Young Persons Substance Misuse Service (CYPSMS), Healthy Schools.

6. Dissemination of the policy

6.1 This policy will be listed on the school website.

6.2 A learner friendly version of the policy is available.

6.3 Presentations are made during school assemblies about this policy and the services of the CYPSMS.

6.4 Full copies of the policy will be made available on request.

7. Roles and responsibilities

Implementation of substances policy and management of incidents or disciplinary procedures	Assistant Head (Inclusion)
Named link to the CYPSMS	Assistant Head (Inclusion)
Substance misuse education	Assistant Head (Inclusion)
Designated Safeguarding Person	Ian V Roberts

7.1 Head teacher

7.1.1 To comply with this policy, the **head teacher** and the **assistant head (inclusion)** is responsible for:

- Ensuring that the policy is understood by the governors, staff, parents/carers and learners
- Maintaining vigilance over the school premises and grounds through the duty teams
- Establishing systems to oversee and co-ordinate substance misuse incidents
- Keep a record of all substance misuse incidents
- Following any advice from the SPO and liaising closely with them to ensure that their policies for dealing with illegal substance misuse incidents are followed
- Coordinating referrals to the CYPSMS
- Meeting with the link member of staff from the CYPSMS on a regular basis.

7.2 Assistant Head (Inclusion)

7.2.1 The **Assistant Head (Inclusion)** is responsible for:

- Formulating the programme of study and liaising with colleagues to ensure provision across the school;
- Addressing the CPD needs of staff delivering substance misuse education;
- Liaising with outside agencies and coordinating their involvement with substance misuse education;
- Monitoring and evaluating the programme of study;
- Consulting with learners about what they need or would like to learn.

7.3 Governing body

7.3.1 By adopting this policy, the governing body of (Insert name) recognises its responsibility for ensuring the policy is implemented effectively, that Substance misuse is adequately addressed and education is delivered using a cross-curricular approach and ensures that the school fulfils its legal obligations.

7.4 Staff

7.4.1 Our school's Assistant Head (Inclusion) will support all teaching and associated members of staff to access and understand the policy and their responsibilities within.

7.5 Parents / carers

7.5.1 Parents / Carers are required to be aware of and understand the policy. The school provides information for parents/carers about what is delivered through the curriculum and provides opportunities for parents/carers to comment on policy and practice through contacting the school. The policy is available to view on the school's website.

7.6 Learners

7.6.1 In order to support learners to realise the four purposes within the Curriculum for Wales, learner voice is central in developing our curriculum. To ensure our curriculum meets the needs of our Learners we provide opportunities for them to comment on the school's Substance Misuse policy, schemes of work and lesson content by undertaking consultation activities with the learners.

7.6.2 It is the responsibility of learners to comply with the policy. We continuously consult with our learners at the end of lessons, activities and programmes in order to ensure appropriateness of our provision and that the resources and outside agencies used are relevant. We will act upon any recommended amendments as appropriate.

7.7 Other professionals

7.7.1 Working with specialist external agencies

In order to enhance and enrich our substance misuse education and interventions, the school will occasionally be supported by external agencies.

7.7.2 These agencies will be carefully selected and the school will ensure that all relevant school policies are adhered to regarding visitors to schools. The school will also need to ensure that the resources used by the agencies will be developmentally appropriate for the learners. They will also be made aware that a member of the school staff will be present throughout the lesson/activity/presentation.

8. Where does the policy apply?

Substance misuse will NOT be permitted in any part of the school's premises or grounds, school transport or school trips. For example: kitchens, reception, staff room, school field, car park, gardens, fields, driveways etc.

8.1 When does this policy apply?

8.1.1 The whole of the school premises at ALL times.

8.1.2 Extracurricular activities on and off school site.

8.1.3 Meetings or events which are attended by school employees or learners as part of their work and/or parents/carers and visitors to such meeting/events. For example, sports day, school fairs, parents' evenings etc.

8.1.4 School educational visits including away sports fixtures, off site provision, work experience and residential trips.

8.1.5 School transport.

8.1.6 Journey to and from school and behaviour in the immediate vicinity of the school will be a matter of judgement for the head teacher.

8.2 Who does the policy apply to?

8.2.1 The policy applies to **everyone** using the school premises or vehicles: all school staff, students on placement, contractors, parents/carers, visitors, outside agencies, committee members such as governors, PTA, members of the public, volunteers and learners.

9. Confidentiality and safeguarding

9.1 It may be necessary to invoke local Child Protection Procedures if a learner's safety or welfare (or that of another learner) is under threat. **A duty is placed upon those professionals involved to exchange information in order to safeguard a "child" adhering to the Wales Safeguarding Procedures 2019.** Teachers and professionals cannot offer unconditional confidentiality to learners in substance misuse education or incidents and this should always be made clear at the outset.

9.2 If a learner discloses information which is sensitive, not generally known and which the learner asks not to be passed on, it will be discussed with the head teacher/designated safeguarding person. The request will be honoured; however, confidentiality will be broken against the wishes of a learner when:

- There is a safeguarding issue.
- 'The life of a person is at risk or a learner is at risk of causing serious harm to others.'
- Criminal offences are disclosed.

9.3 However, we will make every effort to inform the learner first, explain why this needs to happen and secure the learners agreement to the way in which the school intends to use any sensitive information.

9.4 In terms of substance misuse education:

- If a teacher hears or sees something during lessons which suggests a learner is at risk of serious harm or causing serious harm to others they will alert the head teacher/ designated safeguarding person

- The use of agreed ground rules in classes will create clear boundaries, discourage learners from sharing personal information in a class setting and ensure everyone feels respected and safe
- If questions of a personal nature or specific questions about e.g. illegal drugs are raised learners will be supported and encouraged to talk to their trusted staff member, parents/carers and/or appropriate support agencies
- If a teacher hears or sees something during lessons which suggests a learner has information about law breaking activities, they will contact the head teacher and Designated Safeguarding Person in the first instance.

10. Information sharing and GDPR

10.1 Records of substance misuse incidents will be kept in accordance with the schools GDPR policy.

11. Media contact

11.1 Staff will not report incidents and/or issues concerning Substance Misuse to the local press and media. This is a breach of confidentiality and could lead to disciplinary action. The Head teacher, in consultation with the county Press Office and Governors will deal personally with all media matters. All media enquiries will be referred to the county Press Office.

12. Sharing intelligence

12.1 If we have any information in relation to illicit or counterfeit substances or information pertaining to any substance use or dealing in the community then we will report this to the police, trading standards or CYPSMS accordingly.

13. Equality

13.1 As an employer and provider of services we will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language. All learners, their parents/carers, volunteers, staff and school governors are valued and will be treated with dignity and respect. In order to make sensitive and well informed professional judgments about a learner's needs and a parent/carers capacity to respond to their child's needs, it is important that school staff are sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups. The school will not tolerate any form of discrimination, harassment or victimisation. We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

Please refer to our current School Strategic Equality Plan for further information.

14. Complaints

14.1 Please refer to the school complaints policy which can be found on the website.

15. Monitoring and review

15.1 This policy will be reviewed every two-years, or should the need arise. This will be decided by the Secondary/Special Senior Leadership Team for Inclusion for Denbighshire. An appropriate group will be convened and relevant partners will be involved.

15.2 The head teacher and wellbeing lead will ensure that the findings from our School Health Research Network (SHRN) Report and from staff, parent/carer and learner evaluations contribute to our school's self-evaluation process and to the policy review process.

15.3 The head teacher, wellbeing lead and the governing body will monitor incidents (e.g. the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and review incident management procedures.

15.4 The wellbeing lead and appropriate members of staff will review substance misuse education regularly and use SHRN reports and learner feedback to ensure that programmes are responsive to the needs of learners and that a supportive learning environment is maintained for all.

Part 2: Education

1. Aims

2.1 The aim of our substance misuse education is to empower learners to make responsible, well-informed decisions about substances used and/or misused in society. We recognise that we live in a diverse society and learners will come from a variety of family backgrounds. Our programme will be non-judgemental without stereotyping and stigmatising. The personal beliefs and attitudes of staff or external agencies should not influence our education programmes.

2. Delivery

2.1 Lessons are delivered by knowledgeable, skilled and confident staff.

2.2 Learners are made aware of appropriate organisations/services for advice and/or support as part of their lessons.

3. Resources and the involvement of external agencies / initiatives

3.1 Occasionally we will work with appropriate external agencies e.g. the School Police Liaison Officer, to contribute to particular aspects of the substance misuse education programme. They will be asked to work within the parameters of this policy to enhance curriculum delivery, not replace.

3.2 Staff are present during external delivery sessions and take an active role in supporting learning, contributing to the quality assurance cycle for the sessions.

4. Continuing professional development

4.1 Staff will be given the opportunity to attend appropriate substances awareness courses.

4.2 Staff will sit in on sessions delivered by external agencies.

5. Parents/carers

5.1 The school offers opportunities to increase parents/carers involvement through open evenings and school communications.

Part 3: management of substance misuse related incidents

1. Types of incidents

1.1 Incidents can happen unexpectedly therefore we have detailed guidance in place to support staff to take appropriate action. Substance misuse incidents may relate to learners, staff members, parents/carers or other adults. Examples of incidents are:

- Discovery of drugs or drug paraphernalia on the premises/grounds
- Suspicion, rumour or allegation about an individual's activities
- Disclosure about substance misuse
- Use or signs and symptoms of substance misuse
- Selling/dealing or possession of substances.

1.2 All cases will be treated seriously and reported to the head teacher. In decisions about the appropriate course of action to take, the wellbeing and safety of learners and the whole school community will be the immediate priority. If anyone appears ill or unsafe as a result of substance misuse first aid procedures will be followed. If there is a suspicion that a learner has suffered, or is at risk of suffering significant harm, safeguarding procedures will be followed. Where criminal activity is disclosed or suspected we will report the matter to the School Police Officer (SPO). For more detailed guidance please refer to appendix 1.

2. Police Involvement

2.1 For ALL substance misuse incidents, the safety of learners and the whole school community is the immediate priority.

2.2 In the first instance we will involve the SCPO and not the emergency police for all substance misuse incidents.

2.3 If the situation is an emergency, then a 999 call will be made for a quicker response. For example, if anyone appears ill or unsafe as a result of substance

misuse (e.g. overdose, solvent misuse), we will follow first aid procedures and call 999 if needed. OR for example when a parent/carer is about to drive their child home and it is suspected that they are unfit to do so through intoxication or if an incident involves illegal drugs.

2.4 For further details about the involvement of the SCPO/Police please refer to:

- School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2016); and
- Guidelines for Schools and School Community Police Officers Working Together. School Behaviour Incident Management.

2.5 Please note that the act of supplying, dealing or possession of a Class A drug will be crimed. It cannot be dealt with under School Crime Beat Policy.

3. Procedures for managing an incident involving learners (appendix 1)

Staff that become aware of difficulties and/or incidents involving learners and substances will inform the **head teacher** or **lead person for substance misuse**. The response will depend on the type and degree of risk, with some situations requiring immediate action and others requiring time for assessment of information, seeking advice and the involvement of other agencies. In all cases the safety and security of learners is a priority. Parents/carers will be informed unless there are safeguarding concerns. Examples of incidents and how to manage them are outlined in appendix 1.

3.1 Procedure for dealing with a learner after an incident

3.1.1 It is recognised that substances can lead to changes in behaviour. These behaviours can be dealt with using our Behaviour Policy. The fact that the substance may have caused these behaviours will not be seen as a mitigating factor.

3.1.2 It is not our role to provide medical care to those under the influence of drink or drugs. If a learner is at risk because of impaired mental state, parents/carers will be contacted and will be required to take responsibility of their child. Failing that, an

appropriate emergency contact will be asked to assist. Alternatively, Social Services and the SCPO if appropriate will be called for advice.

3.1.3 A learner will not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from any substance. Care of an appropriate adult will be sort. If necessary, reasonable force (please refer to the county Use of Reasonable Force and Physical Intervention policy) may be used.

3.1.4 Our main aim is to protect the safety and welfare of the learner and prevent further incidents. We have an agreed set of sanctions and levels of support for learners involved in substance misuse incidents and will work closely with parents/carers, colleagues in the school and partner agencies such as the CYPSMS and Police to provide appropriate support. See appendix 1.

4. Procedure for dealing with incidents involving staff (appendix 1)

4.1 Our primary concern is the welfare of the learners in our care. The safeguarding of our learners is of greater urgency than staff disciplinary procedures. Substance misuse (including drugs, tobacco and alcohol) related incidents involving staff are subject to the agreed Denbighshire HR policies and could be subject to disciplinary action.

5. Procedure for dealing with adults (not staff) (appendix 1)

5.1 Where it is suspected that a parent/carer or a visitor to the school is under the influence of a substance they will be asked to leave immediately. Their safety will be ensured, with supervision if necessary. In cases where we suspect substance misuse (possession, use, supplying) we will inform Social Services and where illegal substances are suspected, the SPO or police will be informed. If an adult smokes or uses an e-cigarette on school site they will be asked to put out the cigarette/stop using the e-cig, or leave the site.

5.2 Where it is suspected that parents/carers arriving at school to collect learners are intoxicated or appear to be under the influence of a substance, the learner will not be released to their care (especially if they are driving). Appropriate staff will try to arrange for another named contact to collect the learner. However, if the

parent/carer becomes aggressive we will contact 999. This is in line with our Safeguarding Policy.

5.3 Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property (police)
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel
- Assessment and providing support and services to vulnerable or troubled children and families are matters for Social Services or the Young Persons Substance Misuse Service
- Counselling and drug treatment programmes require trained staff, normally accessible through CYPSMS, social services, health or other specialist substance misuse services

6. Procedure for discovery drug paraphernalia on school grounds (appendix 1)

6.1 If needles, syringes or drug paraphernalia are found on our school premises:

- The lead person will be informed.
- The paraphernalia will be placed in a sharps box (if needed), using gloves and tweezers.
- Environmental Services will be contacted to empty the box (when full).
- We will inform the SPO.
- Incident report form will be completed.
- Safety education with learners as required.

7. Procedure for discovery of substances on school grounds or confiscating substances

7.1 Where a suspected substance is found or recovered within the confines of a school OR if a member of staff wishes to confiscate a substance, we will follow the *Police School Crime Beat Policy*:

- Confiscate the substance and place in a bag.

- Staff will not attempt to analyse or taste any unidentified substance under any circumstances.
- For suspected legal or illegal drugs we will contact the SPO for disposal and advice re - future action. If the SPO is not available – the local police will be contacted as soon as possible. We will explain the situation and ask for an incident number.
- We will ensure that the seizure is witnessed in corroboration with another member of staff.
- Alcohol – will be poured away and container discarded (inform parent/carer who may want to collect item).
- Tobacco – will be destroyed and discarded (inform parent/carer who may want to collect item).
- E-cigarettes – will be destroyed and discarded (inform parent/carer who may want to collect item).
- Illegal drugs, new emerging drugs, volatile substances – we will store the substance in a suitable location in the presence of a witness pending police arrival.
- WEDINOS may be used (www.wedinos.org) to analyse an unknown substance to determine exactly what it is.
- An incident report form will be completed, explaining how the substance was disposed of, and will include witness signatures, and a police signature if an illegal substance was involved.

8. Substance misuse incidents that occur out of school hours / in the local community

8.1 The school has no role in dealing with substances related incidents outside school hours and premises other than:

- On school trips and visits, when the same expectations and procedures will be applied as far as is reasonable and practicable;
- By passing information onto relevant agencies when the safety or well being of a learner is threatened;
- To assist police in preventing the use of land surrounding the school for drug trading;

- When adult substance misuse (including alcohol) impairs upon the safety of a learner;
- If incidents occur in the local community, we will undertake additional work with appropriate outside agencies to reinforce key messages through the curriculum and school assemblies.

9. Searching

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- School staff may not carry out personal searches of learners or adults, their clothing or their personal property without consent, even if they suspect that the person is in possession of a forbidden substance or article.
- In the event that the school suspect a pupil has a banned substance or article in their possession, specific staff will be called to assist and if there is reasonable suspicion, pupils will be asked to empty their bags and pockets under the supervision of two members of staff.
- Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused
- School staff may ask someone to turn out pockets, empty bags, etc. If efforts to persuade someone suspected of substance misuse to comply with this request fail, then the school can do either, or both, of the following: in the case of a learner, contact parent/carers and request that they come into school and search the learner and his/her property; OR proceed on formal lines and contact the SCPO.
- Staff may not detain a learner or adult without their consent for the purpose of a search.

9.1 Contact with parents/carers

9.1.1 There will be a reasonable attempt to contact parents/carers to inform them that their child is suspected of being in possession of a forbidden substance or article and has refused to empty their bag or pockets. Parents/carers do not have the right to prevent such a search nor to delay it unduly. The police are limited in their

powers to detain a person in advance of a search. If parents/carers can be contacted and are able to attend the school site, they will be escorted to the room in which the situation will be dealt with. Parents/carers will be informed of any substances related incident unless:

- There are safeguarding concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the learner for another reason.

9.1.2 Parents/carers will normally be contacted directly by telephone in the event of proven substance usage. If it is suspected but not proven, parents will still be informed.

9.2 Contact with police (SCPO)

9.2.1 When information is passed to the police, a search will be requested and it will be stressed that wherever possible that it will be the SCPO (or alternatively plain clothed or family protection officers will be requested). Only as a last resort, or if there is a need to conduct the search swiftly, will uniformed officers attend the school.

9.2.2 On attending, officers will be briefed as to the nature of the allegation and the confidence in the source of information. They will be escorted to the room in which the search is to take place, if the learner is already detained.

9.2.3 When the parents/carers are not present a member of school staff (teaching or non-teaching) will be present throughout the search **(a risk assessment will be needed to be done by the school).** Although some questioning associated with the search will be allowed, no formal interview will be permitted unless parents/carers are present. It is very unlikely that such an interview will take place on school premises.

9.2.4 Staff should be wary of any attempt of the learner to dispose of any drugs, or attempt to pass drugs to any other learner either in the classroom or on the way to the search.

10. Interviewing and investigations

10.1 Further investigations will be held post incident; and if appropriate interviews will be held to establish the facts, level of involvement and whether others were involved. We may also need to arrange interviews with staff, other learners to further establish the facts and obtain corroboration. Parents/carers will be allowed access to their child with a member of staff present at all times. The SCPO can be involved in partnership or police investigations when suspected illegal substances are involved. If police involvement is necessary, Parents/carers will be informed and invited to accompany their child.

13. Recording of incidents (appendix 2)

13.1 Records will be maintained for ALL substance misuse and related incidents using appendix 2. Records of ALL interviews must be kept

13.2 There is no general duty in criminal law for us as a school to disclose information about substance misuse except under the Misuse of Drugs Act 1971, where an offence is committed if an individual allows a premises to be used for smoking cannabis or opium, or the production, supply, administration of controlled drugs, and nothing is done to stop it.

Appendix 1: Substance Misuse Incident Flow Charts and Sanctions

MANAGING SUBSTANCE MISUSE INCIDENTS SUMMARY (2024)

Nominated persons responsible for substance misuse incidents

Useful Contact Numbers

Safety, Safeguarding and Crime

The safety of learners and whole school community is the immediate priority.

If anyone appears ill or unsafe as a result of substance misuse, follow first aid procedures.

If there is a suspicion that a learner has suffered, or is at risk of suffering significant harm, follow safeguarding procedures.

Where criminal activity is disclosed or suspected, report the matter to the SPO.

Searching

School staff may not School staff may not carry out personal searches of learners or adults, their clothing or their personal property without consent, even if they suspect that the person is in possession of a forbidden substance or article.

In the event that the school suspect a pupil has a banned substance or article in their possession, specific staff will be called to assist and if there is reasonable suspicion, pupils will be asked to empty their bags and pockets under the supervision of two members of staff.

Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused

School staff may ask someone to turn out pockets, empty bags, etc. If efforts to persuade someone suspected of substance misuse to comply with this request fail, then the school can do either, or both, of the following: in the case of a learner, contact parent/carers and request that they come into school and search the learner and his/her property; OR proceed on formal lines and contact the SCPO.

Staff may not detain a learner or adult without their consent for the purpose of a search.

Disposal of a confiscated substance

Ensure seizure of a substance is witnessed in corroboration with another member of staff.

Substance placed in a bag.

Staff must not attempt to analyse or taste any unidentified substance under any circumstances.

Alcohol – can be poured away and container discarded (inform parent/carer who may want to collect item).

Tobacco – can be destroyed and discarded (inform parent/carer who may want to collect item).

E-cigarettes – can be destroyed and discarded (inform parent/carer who may want to collect item).

For suspected illegal drugs, new emerging drugs, volatile substances – the substance will be stored in a suitable location (ideally a safe) in the presence of a witness. The SPO will be contacted for disposal and advice regarding future action. If the SPO is not available – then contact will be made with the local police. The situation will be explained and an incident number recorded.

Substance can be sent to wedinos.org for analysing.

Complete incident form, explaining how the substance was disposed of, and include witness signatures.

Reinforce appropriate educational messages with learners if needed.

Media

Incidents or issues concerning substance misuse will NOT be reported to the local press and media.

The Head teacher, in consultation with the county Press Office and Governors will deal with all media matters.

Police

Involve the SPO and not the emergency police for ALL substance misuse incidents.

If they are not available and if the situation is an emergency then a 999 call may be necessary for a quicker response. For example when a parent / carer is about to drive their child home and it is suspected that they are unfit to do so through intoxication or if an incident involves illegal drugs.

Substance misuse incidents involving learners

Refer to Searching Procedure
Also see notes re solvent misuse

Use or suspected - use, possession or supply of a substance

Inform lead person.
If learner is intoxicated, first aider to treat as appropriate and seek medical help (if needed).
Remove other learners from the situation OR take the learner involved in the incident to a private room, and supervise with two staff.
If the learner is in possession of a substance, isolate it from the learner if safe to do so.
Follow searching procedure. If learner is taken to hospital, give the substance to the hospital staff.
Contact parents/carers to collect learner. If unavailable or refuse to collect the learner, then manage the incident in line with medical guidance, child protection and isolation (managed by discretion of the school).
Two staff to remain with the learner until parent/carer arrives.
Contact SPO OR Police if unavailable.
Hold investigations and interviews.
Dispose of confiscated substance or hand to police for further investigations (follow disposal of a confiscated substance procedure).
Conduct education with other learners if needed.
Complete incident report form.
Apply sanctions to the learner.
Make a referral to the CYPSMS.
Inform LA and governors if needed.

Disclosure of substance misuse

If a learner discloses that they are misusing a substance OR if a learner discloses that someone else's misuse of substances is affecting them:

Inform lead person.
Consider veracity of report as well as issues of confidentiality, substances involved - quantity, legal status, risk, age of learner, motive, level of use, past record, recent personal circumstances etc.
Discuss with learner.
Discuss issue with parent/carer giving priority to safeguarding and security of the learner and fulfil welfare needs.
Make an instant referral to CYPSMS including Hidden Harm and Families Matter 2.

Safety Information – Solvents

The life of a person is at risk or a learner is at risk of causing serious harm to others.

Solvent use MUST be seen as a priority and a referral **MUST** be put in on the same day as the incident to CYPSMS with the heading 'Urgent Solvent use'.

Solvent Use

Contact designated first aider to stay with the learner as they may need attention.
If under the influence, remove learner from mainstream situation and take to a quiet place (not inclusion unit/quiet room as this is not a punishment).
Give the learner a drink of water and talk calmly and quietly with them.
Try to ascertain what solvent has been used, how much and when.
If the learner is having difficulty breathing, heart palpitations with a headache/migraine, pale and incoherent or acting unusual and at risk seek medical attention i.e. ambulance.
If the learner passes out or becomes unconscious put in recovery position and call 999 stating situation and what has been taken.

Disclosure of solvent abuse

If the learner is not under the influence but has disclosed usage; take them to a more confidential place and ask them to discuss frequency and level of use.
Calmly explore their reasons for use and suggest meeting with one of the workers from CYPSMS – explain to the learner the dangers of solvent use i.e. instant death (without scare mongering) and that they need to be talking to a specialist worker about this.
If that learner refuses to meet CYPSMS, ask if it would be ok to talk to CYPSMS and get advice on the ways that they (the school) could support that young person without them meeting CYPSMS for the time being.

Substance misuse incidents involving staff

Inform lead person.
If intoxicated, ask first aider to treat as appropriate. Seek medical help if required.
If intoxicated or in possession of drugs or alcohol, isolate the staff member from learners to ensure safety.
Work to the agreed school/Denbighshire policy for staff related incidents.
Complete incident report form.

Discovery of Drugs Paraphernalia on School Grounds

Inform lead person.
Place paraphernalia in a sharps box, using gloves and tweezers
Contact Environmental Services on 01824 712102 to empty the box.
Inform the SPO if needed.
Complete incident report form.
Reinforce appropriate educational messages with learners if needed.

Substance misuse incidents where there are suspicions about supply in the local community or concerns about counterfeit products

Inform lead person.
Contact the SPO.
Contact Trading Standards on 01824 706057 if counterfeit alcohol or tobacco is thought to be involved.
Complete incident report form.

Substance misuse incidents involving other adults

Inform lead person.
Do not release the learner to the care of the parent/carer if parent/carer is intoxicated and intends to drive; contact other known named contacts to pick up the learner rather than the parent/carer. If parent/carer becomes aggressive contact 999.
Follow the school safeguarding procedure if appropriate if parent/carer is intoxicated.
If unsubstantiated allegations are made for possession, use or supply, collect evidence and monitor, contact Social Services and contact Police if illegal drugs or criminal behaviour are suspected or 999 parent/carer is aggressive.
Complete incident report form.

Discovery of Substances on School Grounds

Inform lead person.
Ensure that the seizure is witnessed in corroboration with another member of staff.
Confiscate the substance and place in a bag.
Do not attempt to analyse or taste any unidentified substance under any circumstances.

Alcohol – can be poured away and container discarded.
Tobacco – can be destroyed and discarded.
E-cigarettes – can be destroyed and discarded.
For suspected illegal drugs, new emerging drugs, volatile substances – store the substance in a suitable location (ideally a safe) in the presence of a witness. Contact the SPO for disposal and advice re - future action. If the School Community Police Officer is not available – then contact the local police. Explain the situation and ask for an incident number

Substance can be sent to WEDINOS.ORG for analysing.
Complete incident form, explaining how the substance was disposed of, and include witness signatures
Reinforce appropriate educational messages with learners if needed.

SANCTIONS

FOLLOW FLOW CHARTS FOR ALL INCIDENTS.

- These sanctions have been developed with the intention of keeping the learner and their peers safe.
- It is recognised that substances can lead to changes in behaviour. These behaviours can be dealt with using our Behaviour Policy. The fact that the substance may have caused these behaviours will not be seen as a mitigating factor.
- Exclusion from the school setting can sometimes lead to further substance misuse and with safeguarding in mind alternative sanctions have been developed which include education about substance misuse and behaviours.
- All cases are dealt with on a case by case basis, the context and circumstances of the misuse will be determined and consideration given to other factors such as safeguarding, County Lines involvement etc.

*When incidents occur, the following should be considered during a re-integration meeting with parents (could include CYPSMS, School Nurse or Police):

- Pastoral Support Plan
- Governors' Committee and contract
- Information & advice on substance misuse and support services available
- Support session with appropriate member of staff to be offered on return day to school
- Onward referral to Young Person's Substance Misuse Service offered
- Possible referral to other services

- Possible Prevention Service

SANCTIONS FOR LEARNERS SUBSTANCE MISUSE - ENERGY DRINKS

	Offence	Sanction	Actions
Use, possession, supply	Any	Energy drinks not permitted in school	Confiscate the energy drink and dispose of it. Telephone call to inform parents that the energy drink has been confiscated and outline the concerns regarding the use of these drinks. Further action - behaviour policy will be followed if the use of energy drinks becomes a continued problem or impacts on the school in terms of behaviour.

SANCTIONS FOR LEARNERS SUBSTANCE MISUSE - ALCOHOL

- It is recognised that substances can lead to changes in behaviour. These behaviours can be dealt with using our Behaviour Policy. The fact that the substance may have caused these behaviours will not be seen as a mitigating factor.
- Any learner under the influence of any substance cannot remain on school site. They may require emergency medical attention or the parent/carer will have to collect them immediately.
- NOTE: a 5-day intervention with Barnardo's can be provided as an alternative to exclusion (but not as well as). 5-day intervention cannot be offered at each stage, only once.
- **FOLLOW FLOW CHARTS FOR ALL INCIDENTS.**

Substance	Offence	Sanction	Actions
Possession (Unopened / non consumed)	Any	1-day internal exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	Send standard letter 1 and literature about alcohol and Young People's Substances Misuse Service (CYPSMS).
Consumption	1st	1-day fixed term exclusion or offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	Send standard letter 2 and literature about alcohol and Young People's Substances Misuse Service (CYPSMS). Referral to CYPSMS. Education package with learner. Formal meeting with learner and parent/carer and the CYPSMS.

	2nd	2-day fixed term exclusion or offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	Send standard letter 3 and literature about alcohol and Young People's Substances Misuse Service (CYPSMS). Referral to CYPSMS. Education package with learner. Formal meeting with learner and parent/carer and the CYPSMS.
	Repeat	3-day fixed term exclusion or offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	Send standard letter 4 and literature about alcohol and Young People's Substances Misuse Service (CYPSMS). Referral to CYPSMS. Education package with learner. Formal meeting with learner and parent/carer and the CYPSMS. Re-integration meeting with learner and parent/carer *.
Supplying / Bringing in to school to share	1st	3 day fixed term exclusion or offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	Send standard letter 5 and literature about alcohol and Young People's Substances Misuse Service (CYPSMS). Referral to CYPSMS. Education package with learner. Formal meeting with learner and parent/carer and the CYPSMS. Re-integration meeting with learner and parent/carer *.
	2nd	5 day fixed term exclusion or offer 5-day intervention with Barnardo's. If young person refuses, or does not	Send standard letter 6 and literature about alcohol and Young People's Substances Misuse Service (CYPSMS). Referral to CYPSMS.

		engage once started, it will revert to an exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	Education package with learner. Formal meeting with learner and parent/carer and the CYPSMS. Re-integration meeting with learner and parent/carer *.
	Repeat	Permanent exclusion working with the local authority	Refer to procedures relating to permanent exclusion and contact the Inclusion Officer in Denbighshire Education and Children's Services to discuss. Ongoing work/referral with the CYPSMS.
Disclosure		NA	If a young person makes a disclosure about misuse of alcohol, then an instant referral to CYPSMS should be made.

*Re-integration meeting with parents could discuss the following strategies (could include CYPSMS, School Nurse or Police):

- Pastoral Support Plan
- Governors' Committee and contract
- Information & advice on substance misuse and support services available
- Support session with appropriate member of staff to be offered on return day to school
- Onward referral to Young Person's Substance Misuse Service offered
- Possible referral to other services
- Possible Prevention Service

SANCTIONS FOR LEARNERS SUBSTANCE MISUSE - ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED)

- It is recognised that substances can lead to changes in behaviour. These behaviours can be dealt with using our *Behaviour Policy*. The fact that the substance may have caused these behaviours will not be seen as a mitigating factor.
- Any learner under the influence of any substance cannot remain on school site. They may require emergency medical attention or the parent/carer will have to collect them immediately.
- NOTE: a 5-day intervention with Barnardo's can be provided as an alternative to exclusion (but not as well as). 5-day intervention cannot be offered at each stage, only once.
- **FOLLOW FLOW CHARTS FOR ALL INCIDENTS.**

Substance	Offence	Sanction	Actions
Possession or consumption	1st	1 day fixed term exclusion (number of days could be increased) and offer 5-day intervention with Barnardo's. If young person refuses, or does not engage once started, it will revert to an exclusion Unless behaviour warrants a lengthier period (behaviour policy)	Send standard letter 7 and literature about the substance involved and the Young People's Substances Misuse Service (CYPSMS). Discuss with police. Referral to CYPSMS / education package with learner. Compulsory meeting to be held during isolation period with learner, parent/carer, school rep, governor, local authority, CYPSMS (essential), police, other partners. Re-integration meeting with learner and parent/carer *.

	2nd	3 day fixed term exclusion offer 5-day intervention with Barnardo's, if do not engage, then revert to exclusion Unless behaviour warrants a lengthier period (behaviour policy) NOTE: 5-day intervention from CYPSMS could be accessed	Send standard letter 8 and literature about the substance involved and the Young People's Substances Misuse Service (CYPSMS). Discuss with police. Ongoing referral work with CYPSMS / education package with learner. Compulsory meeting to be held during isolation period with learner, parent/carer, school rep, governor, local authority, CYPSMS (essential), police, other partners. Re-integration meeting with learner and parent/carer *.
	Repeat	Permanent exclusion working with the local authority	Refer to procedures relating to permanent exclusion and contact the Inclusion Officer in Denbighshire Education and Children's Services to discuss. Ongoing work/referral with the CYPSMS.
Supplying Need to be mindful of County Lines	1st	5 days fixed term exclusion pending further investigation Unless behaviour warrants a lengthier period/permanent exclusion (behaviour policy)	Send standard letter 9 to parent/carer and literature about the substance involved and the Young People's Substances Misuse Service (CYPSMS). School to work with police, local authority and CYPSMS. Re-integration meeting with learner and parent/carer *. CYPSMS will provide an intervention to prevent further incidents of supply (this could include working with the Police and the Prevent and Deter Team).
	Repeat	School to discuss with the local authority Inclusion Officer and take into consideration the class of drug when dealing with repeat offences. Could lead to permanent exclusion. Link to the controlled drugs list	

Disclosure	NA	NA	If a young person makes a disclosure about misuse of drugs, then an instant referral to CYPSMS should be made.

*Re-integration meeting with parents could discuss the following strategies (could include CYPSMS, School Nurse or Police):

- Pastoral Support Plan
- Governors' Committee and contract
- Information & advice on substance misuse and support services available
- Support session with appropriate member of staff to be offered on return day to school
- Onward referral to Young Person's Substance Misuse Service offered
- Possible referral to other services
- Possible Prevention Service

SANCTIONS FOR LEARNERS SUBSTANCE MISUSE - PRESCRIPTION AND OVER THE COUNTER DRUGS

- It is recognised that substances can lead to changes in behaviour. These behaviours can be dealt with using our Behaviour Policy. The fact that the substance may have caused these behaviours will not be seen as a mitigating factor.
- Any learner under the influence of any substance cannot remain on school site. They may require emergency medical attention or the parent/carer will have to collect them immediately.
- NOTE: a 5-day intervention with Barnardo's can be provided as an alternative to exclusion (but not as well as).
- **FOLLOW FLOW CHARTS FOR ALL INCIDENTS.**

Substance	Offence	Sanction	Actions
Possession or consumption	1st	NA Refer to safeguarding policy if there is a risk, if an emergency call 999.	Consider: - What and how much has the learner taken? When? Is it their own medication? Is it a controlled drug? Secure the safety of the learner. Seek medical assistance if needed. Have they accessed this medication with intent of producing another substance – linking to unacceptable use? Deal with in accordance with the school managing learner's healthcare needs policy. Suspected dependency or misuse, refer the young person to the CYPSMS.
Supplying	1st	Sanction will depend on circumstances and will include an intervention with the CYPSMS. Follow 'supplying' illegal drugs, new psychoactive substances, volatile substances, and steroid and image	Send standard letter 10 to parent/carer and literature about the substance involved and the Young People's Substances Misuse Service (CYPSMS). School to work with police, local authority and CYPSMS. Re-integration meeting with learner and parent/carer *.

		enhancing drugs (SIEDS) if supply of prescription drugs is taking place	CYPSMS will provide an intervention to prevent further incidents of supply (this could include working with the Police and the Prevent and Deter Team). If appropriate deal with in accordance with the school managing learner's healthcare needs policy.
	Repeat	School to discuss with the local authority. Could lead to permanent exclusion.	
Disclosure	NA	NA	If a young person makes a disclosure about misuse/dependency of prescription or over the counter drugs, then an instant referral to CYPSMS should be made.

*Re-integration meeting with parents could discuss the following strategies (could include CYPSMS, School Nurse or Police):

- Pastoral Support Plan
- Governors' Committee and contract
- Information & advice on substance misuse and support services available
- Support session with appropriate member of staff to be offered on return day to school
- Onward referral to Young Person's Substance Misuse Service offered
- Possible referral to other services
- Possible Prevention Service

Appendix 2: Substance Misuse Incident Recording Forms

SAMPLE

Substance Misuse Policy

YSGOL GLAN CLWYD

Record of Substance Misuse Related Incidents (inc. smoking)

ATTACH to SIMS where possible and on the learner record

People Involved

Learner Name(s)	Form class(es)	Repeat offence Y / N
Witness Names	Other staff /agencies involved	

Type of Incident	✔
Smoking/e-cig use or supply on school premises	
Drug, drug paraphernalia or drug litter found on or near school premises	
Learners or parents/carers in possession of substances on school premises, trip or transport	
Learners or parents/carers misusing substances on school premises, trip or transport	
Learners or parents/carers selling or supplying substances/tobacco/e-cigs on school premises, trip or transport	
Learner discloses that they are misusing substances in and out of school activities	

SAMPLE

Substance Misuse Policy

Suspicion of substance misuse in and out of school activities	
Symptoms of substance misuse	
Allegation of substance misuse in and out of school activities	
Parent/carer intoxicated when collecting learner	
Parent/carer expressing concerns about learner	
Learner discloses that their parent/carer are misusing substances	

SAMPLE

Description of Incident

Date	Time	Location	Substance(s) involved
Description of incident including description of any symptoms, what was seen or said and actions taken….			

First aid treatment given ☐ Yes ☐ No	By whom	What treatment was given	
Ambulance called ☐ Yes ☐ No	By whom	Time	
Were any searches made?	By whom	Description	Witness names

Substance Misuse Policy

☐ Yes ☐ No			
Substances seized ☐ Yes ☐ No	By whom	Where stored	Witness names/Signatures
Substance disposal ☐ NA ☐ Toilet / sink ☐ Collected by parent/carer ☐ Collected by police	By whom	Date / time	Witness names/Signatures Police Signature
Have parent/carers been informed ☐ Yes ☐ No	By whom	Name of parent/carer	Date / time
Who else has been informed about the incident	☐ Police ☐ Head Teacher ☐ Form Tutor	☐ School Substances Lead ☐ Young Person Substance Misuse Service ☐ Other _____	
Learner removed from school ☐ Yes ☐ No	Collected by		Time

Form completed by

Name	Signature	Date

SAMPLE

Substance Misuse Policy

Record of Follow-up Action to Substance Misuse Related Incidents

Sanction given to learner(s)

Sanction		Start date / time	End date / time
Letter sent to parents/carers ☐ Yes ☐ No	Date	By whom	
Further sanctions following investigations / re-integration meetings			

Re-integration Meeting (if relevant)

Re-integration meeting letter sent? ☐ Yes ☐ No	By whom	Date Sent
Who was present (please provide name and who they are)		
Date of Meeting	Time of Meeting	Location
Key discussion points from the meeting and agreed actions / support		

	Actions (✔)	Who	Details
	Leaflets and verbal information on substances given		
	Information about support service given		
	Pastoral Support Plan		
	Onward referral to other service (✔)		
	Young Person Substance Misuse Service		

SAMPLE

Substance Misuse Policy

	PAD Referral		
	Social Services		
	Other _____		

Was a support session with a member of staff organised on return day to school? ☐ Yes ☐ No	Date and time planned	With whom?	Did this take place? ☐ Yes ☐ No If learner refused, they must sign here _____
Was a follow up meeting planned? ☐ Yes ☐ No	Date and time planned	With whom?	Did this take place?

SAMPLE

Learner and Parent/Carer Declaration

We agree that this is an accurate record of the discussion held and confirm that we have received a copy of this form

Learner Name	Signature	Date
Parent/Carer Name	Signature	Date
School Staff Name	Signature	Date
Other….	Signature	Date

Appendix 3: Substance Misuse Incident Letters to Parents

SAMPLE

STANDARD LETTER 1 – ALCOHOL INCIDENT FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ALCOHOL INCIDENT FIRST OFFENCE

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol.

Details of incident:_____

_____

_____

_____

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child will receive a 1-day internal exclusion and a referral has been made to the Young Persons Substance Misuse Service.

Internal exclusion date:_____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

Yours sincerely

SAMPLE

Substance Misuse Policy

STANDARD LETTER 2 – ALCOHOL INCIDENT FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ALCOHOL INCIDENT SECOND OFFENCE

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol.

Details of incident: _____

_____

_____

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously and as a result of this incident your child will be excluded for a fixed period of 1-day and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion date:_____ Return to school on:_____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service) to discuss the incident on:

Date:_____ Time: _____

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on

SAMPLE

01745 360084. If you have any further questions, please do not hesitate to contact ____

_____

Yours sincerely

SAMPLE

Substance Misuse Policy

STANDARD LETTER 3 – ALCOHOL INCIDENT SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ALCOHOL INCIDENT SECOND OFFENCE

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol. This is the second offence.

Details of incident: _____

_____

_____

_____

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 2-days and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion date:_____ Return to school on:_____

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service) to discuss the incident on:

Date:_____ Time: _____

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

SAMPLE

If you have any further questions, please do not hesitate to contact _____

Yours sincerely

STANDARD LETTER 4 – ALCOHOL INCIDENT REPEAT OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ALCOHOL INCIDENT REPEAT OFFENCE

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol. This is a repeat offence.

Details of incident: _____

_____

_____

_____

SAMPLE

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 3-days and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion date:_____ Return to school on:_____

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service) to discuss the incident on:

Date:_____ Time: _____

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

Yours sincerely

STANDARD LETTER 5 – ALCOHOL INCIDENT (SUPPLY) FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ALCOHOL INCIDENT (SUPPLY) FIRST OFFENCE

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol (supplying).

Details of incident:_____

_____

_____

SAMPLE

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 3-days and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion date:_____ Return to school on:_____

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service) to discuss the incident on:

Date:_____ Time: _____

Substance Misuse Policy

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

SAMPLE

Substance Misuse Policy

STANDARD LETTER 6 – ALCOHOL INCIDENT (SUPPLY) REPEAT OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ALCOHOL INCIDENT (SUPPLY) REPEAT OFFENCE

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol (supplying). This is a repeat offence.

Details of incident:_____

_____

_____

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 5-days and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion date:_____ Return to school on:_____

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service) to discuss the incident on:

Date:_____ Time: _____

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this

SAMPLE

any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

SAMPLE

Substance Misuse Policy

STANDARD LETTER 7 – ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT FIRST OFFENCE

Your child has been involved in an incident of substance misuse. This was a serious incident of substance misuse involving _____

Details of incident:_____

_____

_____

_____

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 1 day/5-day intervention and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion/intervention date:_____Return to school on:_____

We would request that you attend a meeting (which will include the Young People's Substance Misuse Service, police and other agencies) to discuss the incident on:

Date:_____Time: _____

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

SAMPLE

Substance Misuse Policy

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

SAMPLE

Substance Misuse Policy

STANDARD LETTER 8 – ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT SECOND OFFENCE

Your child has been involved in an incident of substance misuse. This was a serious incident of substance misuse involving _____.
This is their second offence.

Details of incident:_____
_____
_____
_____

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 3 days/5-day intervention and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion/intervention date:_____Return to school on:_____

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service, police and other agencies) to discuss the incident on:

Date:_____ Time: _____

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

SAMPLE

Substance Misuse Policy

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

Yours sincerely

SAMPLE

Substance Misuse Policy

SUBSTANCE MISUSE POLICY: STANDARD LETTER 9 – ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT (SUPPLY) FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - STANDARD LETTER 15 – ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT (SUPPLY) FIRST OFFENCE

Your child has been involved in an incident of substance misuse. This was a serious incident of substance misuse involving the supplying of _____

_____

Details of incident:_____

_____

_____

_____

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child has been excluded for a fixed period of 5 days pending further investigation and a referral has been made to the Young Persons Substance Misuse Service.

Exclusion date:_____ Return to school on:_____

We would request that you to attend a meeting (which will include the Young People's Substance Misuse Service, police and other agencies) to discuss the incident on:

Date:_____ Time: _____

SAMPLE

Substance Misuse Policy

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school and/or other services could offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact the Young Persons Substance Misuse Service on 01745 360084.

If you have any further questions, please do not hesitate to contact _____

Yours sincerely

XXXX

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Appendix 4: referral form to Children, Young People and Substance Misuse Service

Referral Form Blank.doc

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