



St Brigid's School

To Inspire and be Inspired

Substance Misuse Policy adopted from DCC

Report Author	DCC
Report Status	Final
Ratified by Governors	May 2011
Next review date	May 2017

SUBSTANCE MISUSE POLICY

Rationale

The policy has been formulated with reference to the strategy document:

'Working Together to Reduce Harm: The Substance Misuse Strategy for Wales 2008-18'.

It has been written in conjunction with the Local Education Authority and key partners.

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society. Effective substance misuse guidance enables children and young people to make responsible, well informed decisions about their lives. This policy ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales and is the agreed policy within all secondary schools.

Definitions and Terminology

This policy covers the wide range of substances, both legal and illegal which are misused in Wales. The standard definition used in this policy for substance misuse is:

'A substance people take to change the way they feel, think or behave' United Nations.

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

- **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**

All schools in Denbighshire have a responsibility to ensure that the activity of pupils, staff and visitors adheres to the law relating to substance misuse.

In order to comply with these requirements of this policy, the Headteacher will:

- Ensure the Substance Misuse Policy is in place and that it is understood by all relevant individuals including pupils
- Maintain vigilance over the school premises and grounds through the duty teams operating to the best of their abilities within the constraints of time and coverage
- Establish systems to oversee and co-ordinate substance misuse procedures
- Keep a record of all substance misuse incidents
- Follow any advice from police and liaise closely with them to ensure that there is an agreed local policy for dealing with the range of illegal substance misuse incidents which might arise

In all matters appertaining to managing substance misuse, the first concern must always be the health and safety of the whole school community.

Purpose/Principles of the Policy

- To establish the legal requirements and responsibilities of the school and clarify their approach to substance misuse for all staff, pupils and governors, parents/carers, external agencies and the wider community.
- Enable staff to manage incidents of substance misuse with confidence and consistency, ensuring their response complements the overall approach to the values and the ethos of the school, whilst ensuring the best interests of those involved.
- Reinforce and safeguard the health and safety of pupils and whole school community and others who use the school.
- Give guidance on developing, implementing and monitoring the schools PSE programme in conjunction with the All Wales core programme.
- Provide a basis for evaluating the effectiveness of the school substance misuse education programme

Broad Guidelines

- The procedures and practices of this policy relate to all times of the day both within the school boundaries and beyond the school premises. Students working in part with other educational organisations are bound by the same procedures as if they were on the school site, as will be the case with school visits regardless of the rules / laws of the venue or host country.
- The policy applies to all staff, pupils, parents/carers, governors and partner agencies working with the school.
- A wide variety of frameworks will be used to deliver the substance misuse education programme e.g. the use of immersion sessions, assemblies, tutorial time, cross-curricular activities. Staff support will be provided and training encouraged.
- Schools will ensure that all incidents are recorded and that the school procedures are followed.
- Schools will engage with the School Police Liaison Officer, local police and relevant DCC departments in all methods of prevention and deterrence.

Policy Exceptions

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

- Medicines: Prescribed and over the counter medicines are only permitted for use when authorised by letter from parent to school and for the sole use of child.
- Volatile substances: Those used by specific departments in school.

Alcohol: If alcohol is authorised at school, for example at parent or community events, the arrangement for storage or use should be adhered to. It is an offence under the Licensing Act 1964 to sell alcohol without a license. The school may obtain an occasional license to sell alcohol under the Licensing (Occasional Permissions) Act 1983. However, no license would be needed by the school to offer alcohol at school events (where no sale takes place) or to store alcohol

Monitoring & Evaluating

An audit of the sub-misuse provision will be undertaken bi-annually in light of the new National Curriculum and WAG guidelines for Science and PSE.

A comprehensive substance misuse education programme is provided by the school in conjunction with staff, Police Liaison Officer and other relevant agencies/partners.

The Governing Body will be invited to monitor the development of the school's response to substance misuse.

Development Process

This revision of the school substance misuse policy follows consultation with all staff, governors, School Council, Public Health Wales, the Police and the DCC substance misuse group. The format is taken from the documents: Substance Misuse: Children & Young People, Circular Number 17/02 (WAG, June 2002); the Personal & Social Education Framework for 7-19 Year Olds in Wales (WAG, January 2008) and Drug Guidance for Schools (DFES, February 2004).

This document was offered for submission to the full governing body on
. (Insert date)

The draft has been made available to:

- All teachers
- Support Staff
- Behaviour Team
- School Council
- Support Groups
- School Nurse
- ESW
- Any parent on request
- PTA
- Police Liaison Officer
- Student Voice Champion

Approved:

Adopted:

Reviewed:

Signed:



Headteacher



Chair of Governors

Location and Dissemination

Aspects of this policy will be replicated in the school prospectus, DCC Website, and Staff handbook. A full copy is available in the library, staff room, and with senior members of staff. Parents may request a copy from the school. Key sections for pupils must be replicated in a pupil-friendly style and in a place used by them
eg. School diary / notebook, web-site.

Context of Policy and Relationship to other Policies

This drugs policy has links with the following policies:

- School Behaviour Policy
- Anti-Bullying Policy
- Health and Safety Policy
- School Visits Policy
- Healthy Schools Policy
- Child Protection Policy
- PSE Policy
- Anti Smoking Policy
- School Medical policy

and any other relevant policies.

Staff with key responsibilities

The following members of staff have a key role in overseeing and co-ordinating substance misuse procedures:

Name	Role	Responsibility
L Price	Head of Key Stage 3 and 4	Child Protection officer Safeguarding lead
G Newnham	Assistant Head of Primary	Coordination of primary phase PSE programme for drug awareness
E Sargent	PSE coordinator - secondary	Coordination of secondary phase Substance misuse awareness education
PC John Weeway	Police Liason Officer	Drug awareness education and support

Staff support and training

In-school induction

It is essential that all school staff have general substance misuse awareness and a good understanding of the school's Substance Misuse and other related policies. This understanding should include first steps in managing substance-misuse incidents and identifying and responding to pupils' needs. Staff new to the school and supply staff will have the procedures and policy explained to them as part of their induction.

Continuing Professional Development

All staff will receive updates on relevant substance misuse related matters every two years. Those directly involved in the delivery of substance misuse education will receive appropriate training in knowledge, skills and teaching methodology before they are expected to deliver programmes of study.

Managing Incidents of Substance Misuse

Guidance in this section has made reference to the document produced by the Welsh Police Forces entitled 'School Beat Protocol' September 2009.

Supervision

- As part of their duty of care and as a security measure, anyone suspected of using, being in possession of, or under the influence of a legal or illegal substance should be supervised at all times, in isolation.
- Two adults should be present at all times.

Searching

- School staff may not carry out personal searches of pupils 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.
- They may however 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 pupil, contact parents and request that they come into school and search the pupil and his/her property,
 - Proceed on formal lines and contact the police
- Staff may not detain a pupil or adult without their consent for the purpose of a search.
- Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused.
- Schools will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

On finding a substance

- If legal substances (including cigarettes and tobacco) are confiscated they should be disposed of by the designated member of staff for Substance Misuse.

- If illegal substances are confiscated or found, they should be kept in a safe and secure place in school until they can be handed over to the police. Staff must not store them in their own bags, car or home.
- A Substance Misuse Incident Form should be completed by the designated member of staff and filed in the school records. This should be completed for all substance misuse incidents, not just illegal drugs. **(APPENDIX 1)**

Informing the Police

Although there is no statutory requirement for a Head Teacher to inform the police when illegal substances are found on a pupil or on school premises, it is clearly good practice to do so. Even if a school intends to deal with such an incident internally, it is strongly recommended by the LEA and through this policy that the police should be notified.

Substance Misuse incidents involving adults

This guidance applies also to:

- Teachers
- Non-teaching staff
- Any other adult involved in any school activity, on or off the school site

Any employees of Denbighshire County council involved in substance misuse incidents will be dealt with through the corporate Disciplinary Policy. The headteacher will make a decision as to how to deal with non-DCC employees involved in such incidents.

Smoking

To promote and protect the health, wellbeing and safety of the whole school staff and pupils the school and all its buildings, grounds and school transport are SMOKE FREE.

The policy applies to – all teaching staff - permanent, temporary, full or part time and supply; peripatetic teachers; support staff; canteen staff; caretakers and cleaners; administration staff; students on placement; contractors; parents/visitors; committee members such as governors, PTA; and all pupils

Pupils: Pupils will learn about the benefits of being smoke-free through a variety of lessons/initiatives. Any pupil caught smoking on the school site or property will be subjected to the sanctions detailed in this document. Any pupil wishing to stop smoking should be put in contact with the school nurse.

Staff: There will be no designated smoking areas. Smoking will not be permitted near to entrances or windows to the school premises or any other outside area in the immediate vicinity, whereby smoke may affect other employees or pupils or portray a negative image of the school. Anyone wishing to smoke whilst on official breaks or whilst clocked off must leave the immediate vicinity of the school premises.

A breach of the policy by staff will be treated as a disciplinary issue and the full range of disciplinary penalties as described in the schools Disciplinary Procedures can be imposed. Please also refer to the Denbighshire No Smoking Policy 01/06/2006.

Any member of staff wishing to stop smoking can contact Stop Smoking Wales (0800 0852219) or contact Occupational Health (01824 712522) (Denbighshire County Council No Smoking Policy 01/06/2006).

Visitors and Parents

Visitors and parents should be asked to extinguish their cigarettes in line with the school policy.

Conclusion

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society and to enable schools to manage incidents of substance misuse efficiently and sensitively. Effective substance misuse guidance enables children and young people to make responsible, well informed decisions about their lives. This policy ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales and is the agreed policy within all secondary schools.

INTERVENTIONS

SUBSTANCE	INITIAL ACTIONS	WHO	FOLLOW-UP ACTIONS
Cigarettes	1. Confiscate and destroy	Any member of staff	1. Follow school internal referral procedures Possession or consumption <ul style="list-style-type: none"> • First offence = 1 day exclusion from mainstream lessons/exclusion off site as per school protocols Send Standard Letter 1 (APPENDIX 2) Issue smoking related information to pupil • Repeat offences = 1 day exclusion from mainstream lessons
Alcohol	1. Ensure safety of child if alcohol consumed 2. Confiscate any alcohol child may have	Any member of staff Any member of staff	1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child 4. Send Standard Letter 2 (APPENDIX 3) Possession or consumption <ul style="list-style-type: none"> • First offence = 2 day exclusion from mainstream lessons/exclusion off site as per school protocols • Repeat offences = 2 day exclusion from mainstream lessons Supplying = Sanction to depend on individual cases Possible referral to police for any adult who may have purchased alcohol for an under-age drinker. 5. Re-integration meeting with parents to include: <ul style="list-style-type: none"> • Pastoral Support Plan • Information & advice on alcohol 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 if applicable • Possible Prevent & Deter referral 6. Refusal of bullet points 3 & 4 above to be recorded in pupil file

<p>Volatile Substances</p>	<p>1.Ensure safety of child if they have used a substance</p> <p>2. Confiscate any substance child may have</p>	<p>Any member of staff</p> <p>Any member of staff</p>	<p>1.Follow school internal referral procedures</p> <p>2. Designated person carries out guidelines on Managing Incidents of Substance Misuse</p> <p>3. Contact parents to remove child if necessary</p> <p>4. If no necessity to remove pupil, contact parents to raise concern.</p> <p>5. Send Standard Letter 2 (APPENDIX 3)</p> <p>Possession or consumption</p> <ul style="list-style-type: none"> • First offence = 2 day exclusion from mainstream lessons/exclusion off site as per school protocols • Repeat offences = 2 day exclusion from mainstream lessons/exclusion off site as per school protocols • Supplying = 3 day exclusion from mainstream lessons/ exclusion off site as per school protocols <p>These sanctions may differ if there is a serious Health & Safety concern attached to an incident.</p> <p>6. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> • Pastoral Support Plan • Information and 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 if applicable • Possible Prevent & Deter referral <p>7. Refusal of bullet points 3 & 4 above to be recorded in pupil file</p>
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<p>Unrestricted or Psychoactive Drugs</p> <p>e.g. Alkyl Nitrates, Khat</p>	<p>1.Ensure safety of child if they have used a substance</p> <p>2. Confiscate any substance child may have</p>	<p>Any</p>	<p>1.Follow school internal referral procedures</p> <p>2. Designated person carries out guidelines on Managing Incidents of Substance Misuse</p> <p>3.Contact parents to remove child if necessary</p> <p>4. If no necessity to remove pupil, contact parents to raise concern.</p> <p>5.Send Standard Letter 2 (APPENDIX 3)</p> <p>6. Possession or consumption</p> <ul style="list-style-type: none"> • First offence = 2 day exclusion from mainstream lessons • Repeat offences = 2 day exclusion from mainstream lessons <p>Supplying = Sanction to depend on individual cases</p> <p>7. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> • Pastoral support Plan • Information and 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 if applicable • Possible Prevent & Deter referral <p>8. Refusal of bullet points 3 & 4 above to be recorded in pupil file</p>
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<p>Over the counter prescription medicines</p> <p>This guidance has been written with reference to the WAG document entitled 'Access to Educational Support for Children & Young People with Medical Needs' May 2010</p>	<ol style="list-style-type: none"> 1. Ensure safety of child 2. Check for permission letter 3. If no permission letter, confiscate medicines 	<p>Any Any Any</p>	<ol style="list-style-type: none"> 1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse <p>3. Possession or consumption</p> <p>First offence</p> <ul style="list-style-type: none"> • Contact parents to remind them of procedure • Ask them to remove child if necessary • Send Standard Letter 2 (APPENDIX 3) <p>Sanctions may be applied depending on the circumstances of individual incidents</p> <p>Repeat offences = Parents called in to discuss the issue and possible sanctions depending on circumstances</p> <p>Supplying</p> <ul style="list-style-type: none"> • Apply sanction as deemed appropriate
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<p>Illegal Substances</p> <p>e.g. Cannabis Cocaine Mephadrone</p>	<p>1.Ensure safety of child if they have used a substance 2. Confiscate any substance child may have</p>	<p>Any</p> <p>Any</p>	<p>1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Possession or consumption First offence = 5 days fixed term exclusion: Send Standard Letter 3 (APPENDIX 4)</p> <ul style="list-style-type: none"> • Police notified – initially the School Liaison Officer but if not available, then the local police • LEA notified <p>4. Supplying First offence = 5 to 10 days exclusion Sanction may differ depending on individual cases and may lead to permanent exclusion for a first offence.</p> <p>5. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> • 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 Prevent & Deter referral <p>6. Refusal of bullet points 4 & 5 above to be recorded in pupil file</p> <p>Second offence – possession, consumption, supplying</p> <ul style="list-style-type: none"> • Permanent exclusion • Police notified – initially the School Liaison Officer but if not available, then the local police
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Appendix 1 **St. Brigid's School**
Record of Substance Misuse Related Incident (including smoking)

People Involved

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

Type of Incident

	<input checked="" type="checkbox"/>
Smoking on school premises	
Drug, drug paraphernalia or drug litter found on or near school premises	
Pupils or parents in possession of substances on school premises, trip or transport	
Pupils or parents misusing substances on school premises, trip or transport	
Pupils or parents selling or supplying substances on school premises, trip or transport	
Pupil discloses that they are misusing substances in and out of school activities	
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 / guardian expressing concerns about pupil	
Pupil discloses that their parent / guardian are misusing substances	

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 <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	What treatment was given		
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Time		
Were any searches made? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Description	Witness names	
Substances seized <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Where stored	Witness names	
Substance disposal <input type="checkbox"/> NA <input type="checkbox"/> Toilet / sink <input type="checkbox"/> Collected by parent <input type="checkbox"/> Collected by police	By whom	Date / time	Witness names	
Have parents been informed <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Name of parent	Date / time	
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> School Substances Lead <input type="checkbox"/> Head Teacher <input type="checkbox"/> Young Person Substance Misuse Service <input type="checkbox"/> Form Tutor <input type="checkbox"/> Other _____			
Pupil removed from school <input type="checkbox"/> Yes <input type="checkbox"/> No	Collected by		Time	

Form completed by

Name	Signature	Date
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**St. Brigid's School
Record of Follow Up Action to Substance Misuse Related Incident**

Sanction given to pupil(s)

Sanction		Start date / time	End date / time
Letter sent to parents / guardians <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	By whom	
Further sanctions following investigations / re-integration meetings			

Smoking Incidents Only

Smoking health leaflets and verbal information issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Pupil Signature
Information about cessation support issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No		

Re-integration Meeting (N/A for smoking)

Re-integration meeting letter sent? <input type="checkbox"/> Yes <input type="checkbox"/> 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				
PAD Referral				
Social Services				
Other _____				
Was a support session with a member of staff organised on return day to school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date and time planned		With whom?
Did this take place? <input type="checkbox"/> Yes <input type="checkbox"/> No If pupil refused, they must sign here _____				
Was a follow up meeting planned? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date and time planned	With whom?	
Did this take place?				

Pupil and Parent / Guardian Declaration

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

Pupil Name	Signature	Date
Parent / Guardian Name	Signature	Date
School Staff Name	Signature	Date
Other....	Signature	Date

APPENDIX 2

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in an incident of substance misuse.

The substance concerned was cigarettes.

Details of incident:

The school and Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child will be excluded from mainstream lessons / school for one day.

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available.

Your child will return to mainstream lessons / school on:

SUBSTANCE MISUSE POLICY: STANDARD LETTER 1

APPENDIX 3

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in an incident of substance misuse.

The substance concerned was:

Details of incident:

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident the following sanction has been applied to your child:

Your child will return to mainstream lessons / school on:

We would like you to attend the re-integration meeting in school for your child

on ----- at -----

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

Please confirm your attendance at this meeting.

**APPENDIX 3:
SUBSTANCE MISUSE POLICY: STANDARD LETTER 2**

APPENDIX 4

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in an incident of substance misuse.

This was a serious incident of substance misuse involving an illegal substance. The substance involved was

Details of incident:

The school and Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child will be excluded from school for **5 school days**.

Your child will be excluded from school from

and will return to school on

The police and Local Education Authority have also been informed of the incident.

We would like you to attend the re-integration meeting in school for your child

on ----- at -----

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support the school and other services can offer.

IT IS OF UTMOST IMPORTANCE THAT YOU AND YOUR CHILD UNDERSTAND THAT A SECOND OFFENCE INVOLVING AN ILLEGAL SUBSTANCE WOULD RESULT IN A PERMANENT EXCLUSION FROM SCHOOL.

Please confirm your attendance at this meeting.