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# Substance Misuse Policy

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**This policy has been developed from the  
Welsh Government Guidance Document No 107/2013 - Substance Misuse Education**

## 1. Aims of the policy

The misuse of substances is of major public health concern in Wales linked to health consequences and criminal behaviour. We participate in the Healthy Schools Scheme and recognise the value of taking a whole school approach to the education and management of this issue which includes the curriculum, school environment, ethos, leadership and community links. Our school aims to:

- Provide a broad and balanced substance misuse curriculum which is sensitive to and respects differences; enabling pupils to understand the risks associated with substance use and misuse and make well-informed decisions.
- Manage substance related incidents in a consistent way with due regard for legal obligations, to protect the well-being of the whole school community.
- Provide a safe smokefree and e-cigarette free environment for everyone.

## 2. Links to national guidance and other school policies

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

- Working Together to Reduce Harm- The Substance Misuse Strategy for Wales 2008 – 2018
- Guidance for Substance Misuse Education, Welsh Government (2013)
- Personal and Social Education Framework, Welsh Government (2008)
- Foundation Phase Framework, Welsh Government (2015)
- The Smokefree Premises etc (Wales) Regulations (2007)
- School Crime Beat. A Protocol for Police Supporting Schools with Incidents of Crime & Disorder, 2012'
- Guidelines for Schools and School Community Police Officers (SCPOs) Working Together School Behaviour Incident Management. A Partnership between Welsh Government, Schools and the Police
- All Wales Child Protection Procedures (2008)

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

- School Behaviour
- Administration of Medicine
- Health and Safety
- Safeguarding Children
- Personal and Social Education
- Staff Disciplinary
- Use of Reasonable Force and Physical Intervention
- Denbighshire Smoking Policy (2015)
- Denbighshire Alcohol and Substance Policy for School Staff (contact HR)

## 3. Definition of a substance

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, the following are not permitted:

- Tobacco and E-cigarettes <sup>1</sup>
- Alcohol <sup>2</sup>
- Over the counter medicines <sup>3</sup>
- Prescription medicines<sup>3</sup>
- Illegal substances such as heroin, cocaine, amphetamines, LSD, cannabis, magic mushrooms
- Volatile substances such as aerosol propellants, butanes, solvents and glues<sup>4</sup>
- New psychoactive substances (or legal highs)
- Energy drinks

1. **Electronic cigarettes** are not permitted.
2. **Alcohol:** it is an offence under the Licensing Act 1964 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 Vale of Glamorgan licensing department to determine whether a licence is required (01824 706342)
3. **Medicines:** we have an administration of medicines policy. Medication is only permitted for use with prior written consent of the parent/carer and the correct administering of medication form is completed.
4. **Volatile substances:** those that have been authorised for curriculum purposes in accordance with relevant CLEAPSS risk assessments.

#### 4. Development of the policy

This policy has been adapted from a template developed by the local education authority who worked with education, health, the police and schools.

#### 5. Key responsibilities

Implementation of policy and management of substances incidents or disciplinary procedures	Head teacher Governing body
Substance misuse education	PSE Coordinator?
Safeguarding Children	Head teacher Deputy Head teacher Foundation Phase Leader

**Head teacher and governing body:** have ultimate responsibility for the implementation of this policy, its review and the management of incidents or disciplinary procedures.

**PSE Coordinator:** has the responsibility of ensuring that there is a good quality, whole school, skills based and age appropriate substance misuse education programme in place. This is delivered by trained staff and outside agencies, and is well-evaluated by pupils.

#### 6. Training

The Senior Management Team will ensure that there is appropriate training and resources for all staff involved in the delivery of the aims and objectives of this substances policy.

#### 7. Where and when does the policy apply?

Substance use and misuse of anything listed in section 3 will NOT be permitted in ANY part of the school's buildings or grounds at ANY time. This also extends to:

- Extracurricular activities on and off school site;
- Meetings or events such as sports day, school fairs, parents' evenings;
- Educational visits, away sports fixtures, off site provision and work experience;
- School transport;
- Use of school building by others outside of school hours.

The journey to and from school and behaviour in the immediate vicinity of the school will be a matter of judgement for the head teacher

### **Smoking and e-cigarettes**

- Smoking and e-cigarette use will not be permitted within the school or its grounds or in the immediate vicinity, whereby smoke may affect others or portray a negative image of the Council/School.
- In accordance with legislation:
  - Smoking is not permitted in any school vehicle or any commercial vehicle transporting pupils on school journeys/trips.
  - Staff or parents/carers are not permitted to smoke in their own vehicles, when carrying pupils on behalf of the school.
- We will use signs around the school e.g. school gates and grounds to remind everyone that our school is smoke free and e-cig free.

## **8. Who does the policy apply to?**

The policy applies to **everyone** using the school buildings, grounds 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 pupils.

## **9. Promotion of the policy**

- Copies of the policy will be made available on request.

## **10. Confidentiality and safeguarding**

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. Teachers and professionals cannot offer unconditional confidentiality to pupils in substance misuse education or incidents and this should always be made clear at the outset. If a pupil discloses information which is sensitive, not generally known and which the pupil asks not to be passed on, it will be discussed with the head teacher/safeguarding coordinator. The request will be honoured, however confidentiality will be broken against the wishes of a pupil when:

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

However, every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

In terms of substances education in the curriculum, the teacher will:

- Alert the head teacher/safeguarding lead if they hear or see something during lessons which suggests a pupil is at risk of serious harm, causing serious harm to others, or if something suggests that a pupil has information about law breaking activities.

## **11. Complaints procedure**

Any complaints about substance misuse incidents or education will be made to the head teacher.

## 12. Media contact

Staff will not report incidents and/or issues concerning substance misuse to the local press and media. 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.

## 13. Monitoring and evaluation

- This policy will be reviewed every 3 years or more often if appropriate.
- The PSE and science coordinator with pupils are responsible for reviewing substance misuse education to ensure that curriculum is responsive to pupils needs.
- The head teacher and governing body are responsible for monitoring incidents and reviewing incident management procedures.
- The head teacher will ensure that the findings from staff, parent/carer and pupil evaluations contribute to our school's self-evaluation and policy review process.

## 14. Curriculum

The aim of our substance misuse education is to empower pupils to make responsible, well-informed decisions about substances used and/or misused in society. We recognise that we live in a diverse society and pupils 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 do not influence our education programmes.

Our education is based on the PSE framework and the national curriculum. It will mostly be delivered through PSE and science, usually by either class teacher or the Police Schools Liaison officer.

## 15. Incident Management Procedures Overview

All substance misuse 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 pupils 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 pupil 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 Police.

We will refer to '*School Crime Beat. A Protocol for Police Supporting Schools with Incidents of Crime & Disorder, 2012*' when managing substance related incidents.

More detailed information can be found in this section as well as **appendix 1**.

## 16. Police Involvement

ALL substance misuse incidents the school will involve School Community policy Officer (SCPO). If they are not available and if the situation is an emergency then a 999 call will be made.

There are three main levels of response that the Police can provide when responding to incidents of substance misuse:

- 1) Collection and administration of any suspected substances;
- 2) A partnership investigation;
- 3) A formal police investigation.

See '*School Crime Beat. A Protocol for Police Supporting Schools with Incidents of Crime & Disorder, 2012*'; pages 13 – 14 for more details.

The School PCSO will be made aware of any substance misuse incident that occurs in the school.

## **17. Procedures for staff related incidents**

Substance misuse related incidents involving staff are subject to Vale of Glamorgan County Council employment and disciplinary policies.

All substance misuse incidents relating to staff will be managed by the school governing body in partnership with the Human Resources Department.

## **18. Procedure for adult related incidents (not staff)**

- If an adult smokes or uses an –cigarette on school site they will be asked to stop or leave the site.
- Where it is suspected that a parent/carer or a visitor to the school is under the influence of drugs or alcohol they will be asked to leave immediately. Their safety will be ensured, with supervision if necessary. Where illegal substances are involved or suspected the police will be informed. If behaving aggressively, the police will be contacted for urgent assistance.
- We will not release pupils into the care of other adults where there is possibility of harm. Where there is evidence that parents/carers arriving to collect pupils are under the influence of drugs or alcohol, we will try to phone another named contact to collect the pupil. OR Social Services or the Police will be contacted in line with our safeguarding policy.
- Where we suspect substance possession, supply or dealing is taking place on or near school grounds e.g. illegal substances, illicit tobacco or alcohol, the police will be contacted.

## **19. Procedure for discovery of drugs or drug paraphernalia on school grounds**

Where a suspected substance is found or recovered within the confines of a school, the following steps will be taken:

1. The head teacher will be informed.
2. If someone is in possible danger or is likely to be at risk of harm - phone 999.
3. Ensure that the seizure is witnessed in corroboration with another member of staff.
4. Store it in a suitable location pending police arrival.
5. Incident report form will be completed, with witness signatures.
6. Contact the School Community Police Officer for disposal and advice re future action.
7. If the Officer is not available – the local police station will be contacted. Explain the situation and ask for an incident number.
8. Staff should not attempt to analyse or taste any unidentified substance.
9. Action will be taken (e.g. education) to protect children in the school and its vicinity.

*Adapted from*

*School Crime Beat. A Protocol for Police Supporting Schools with Incidents of Crime & Disorder, 2012*

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

1. The head teacher will be informed.
2. The paraphernalia will be placed in a yellow sharps box (where possible, take the sharps box to the needle, not the needle to the sharp box), using protective clothing and equipment e.g. gloves and tweezers, to avoid direct handling.
3. Environmental Services will be contacted to empty the box.
4. Inform the School Community Police Officer if related to an illegal substance.
5. Incident report form will be completed.
6. Action taken (e.g. education) to protect children in the school and its vicinity.

## 20. Procedure for incidents involving pupils

Staff who become aware of difficulties and/or incidents involving pupils and substances will inform the head teacher. 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 pupils is a priority. Parents/carers will always be informed unless there are safeguarding concerns.

### 20.1 Incident management

There are a number of possible substance misuse incidents involving pupils in primary schools. Some examples are listed below (but not limited to):

- Possession - a pupil brings a substance to school
- Use – a pupil is under the influence of a substance whilst in school
- Suspicion/allegation – suspected substance misuse by a pupil, a family member or a friend
- Supply – a pupil is supplying substances to other pupils or being used as a runner
- Disclosure – a pupil discloses that they, a family member or a friend are misusing or selling substances

1. Inform head teacher.
2. Medical attention if required. It is important to know what the substance is if medical treatment is needed.
3. Contact parent / carer – unless safeguarding prohibits.
4. Isolate / take substance from pupil.
5. If a substance is involved, save substance in safe place, witnessed (see section 19).
6. Follow search procedures if needed (see section 20.3).
7. Contact the police for advice, guidance and support e.g. illegal / illicit substance.
8. Investigation and interviews.
9. Referral to Social Services or other agency if required.
10. Apply behaviour policy if required and provide of appropriate support for pupil.
11. Action taken (e.g. education) to protect children in the school and its vicinity.

*Adapted from  
School Crime Beat. A Protocol for Police Supporting Schools with Incidents of Crime & Disorder, 2012*

The flowchart in **appendix 1** provides more detail on how we will manage an incident involving pupils.

### 20.2 Contact with parents for incidents

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 pupil for another reason.

Parents/carers will normally be contacted directly by telephone in the event of proven substance usage. If it is suspected but not proven, the agreed police protocol will be implemented.

### 20.3 Searching

- School staff may not carry out personal searches of pupils or adults, their clothing or their personal property even if they suspect that the person is in possession of a forbidden substance or article. Any forced search by staff could be interpreted as an assault.
- Staff members are permitted to search pupil's desks or lockers, belonging to the school, on suspicion of illegal drugs. Prior permission must be sought. 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. If the police are to undertake this search, then permission of the head teacher is required.

- School staff may ask someone to turn out pockets, empty bags, etc.
- If efforts to persuade someone to hand over a suspected illegal substance have failed, then the school can do either, or both, of the following: in the case of a pupil, contact parent/carers and request that they come into school and search the pupil and his/her property; OR proceed on formal lines and contact the SCPO.
- To use the power of search under section 23 of the Misuse of Drugs Act 1971 then the police officer must have reasonable grounds for suspicion that the person is in possession of a controlled drug. This reasonable suspicion may arise from information supplied to the officer by third parties, such as teachers/pupils at the school. An officer who has reasonable grounds for suspicion may detain the person concerned in order to carry out a search. This will ensure that the search is lawful.
- Schools may not detain a person without their consent for the purpose of a search of a substance.

*Adapted from*

*'School Crime Beat. A Protocol for Police Supporting Schools with Incidents of Crime & Disorder, 2012'*

### **20.3.1 Searching - contact with parents/carers**

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 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 search will take place.

### **20.3.2 Searching - contact with police**

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 School Community Police Officer (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.

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 pupil is already detained.

When the parents/carers are not present a member of school staff (teaching or non-teaching) will be present throughout the search. 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.

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

### **20.4 Interviewing and investigating**

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 pupils 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 School Community Police Officer can be involved in partnership or police investigations when suspected illegal substances are involved. If police involvement is necessary every attempt will be made to have a parent/carer present.

### **20.5 Procedure for dealing with a pupil after an incident / sanctions**

Each substance misuse incident involving a pupil will be dealt with on a case by case basis. This could include:

- Referral made to other agencies following on from investigations if required e.g. Social Services, Police, School Nurse, Barnardos.
- Subject to the nature of the substance misuse incident an appropriate support system will be set up in the school for the pupil.
- Where a pupil has misused a substance (possession, supplying, using) we will apply our behaviour policy.
- Appropriate education will be provided for the pupil and other pupils in the school.

### **21. Substance misuse incidents that occur out of school hours / in the local community**

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

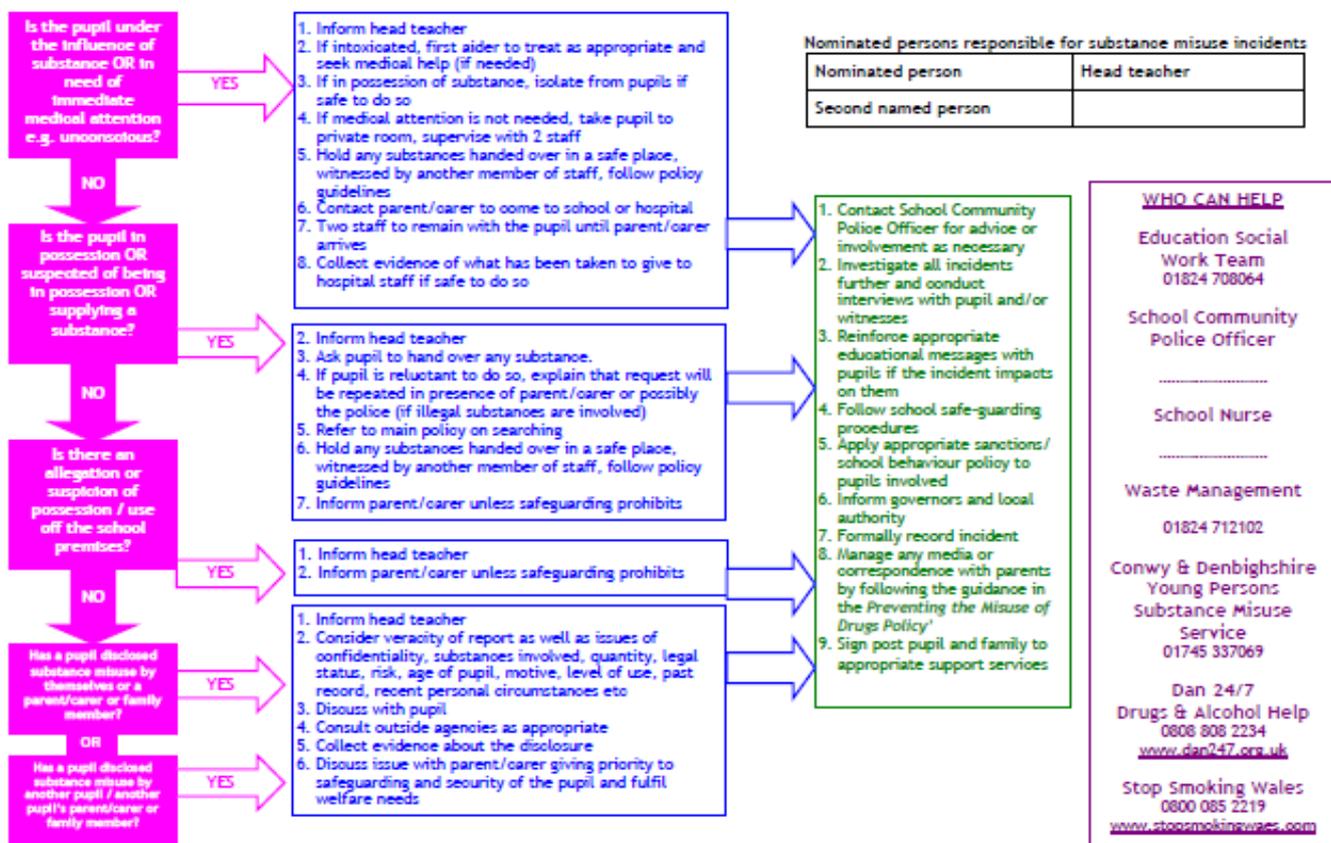
- On school trips and visits, when the same rules and procedures will be applied;
- By passing information onto relevant agencies when the safety or well-being of a pupil is threatened;
- To assist police in preventing the use of land surrounding the school for drug trading;
- When adult substance misuse impairs upon the safety of a pupil;
- If incidents occur in the local community we will undertake additional work with appropriate outside agencies to reinforce key messages through PSE and school assemblies.

### **22. Recording of incidents**

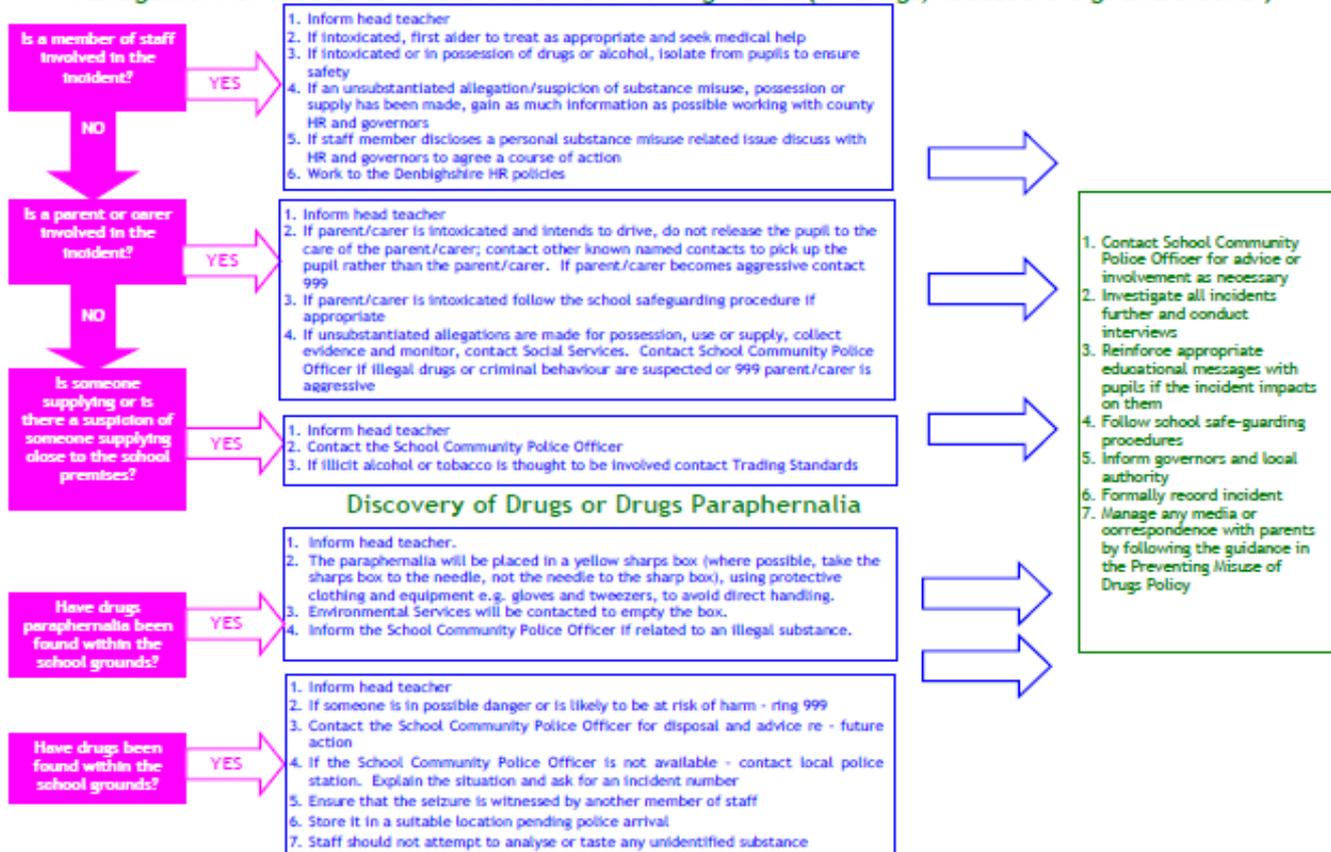
ALL incidents will be recorded. The system for recording an incident will include an incident record form and an interview record form, **appendix 2**.

## Appendix 1 – Managing Substance Misuse Incidents

### Management of Substance Misuse Incidents Involving Pupils (all drugs, tobacco/e-cig and alcohol)



### Management of Substance Misuse Incidents Involving Adults (all drugs, tobacco/e-cigs and alcohol)



**Appendix 2 - Record of Substance Misuse Related Incidents (including smoking/e-cigarettes)**

**People Involved**

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

**Type of Incident**

Type of Incident	✓
Smoking / e-cigarette use on school premises	
Drug, drug paraphernalia or drug litter found on or near school premises	
Pupils or parents/carers in possession of substances on school premises, trip or transport	
Pupils or parents/carers misusing substances on school premises, trip or transport	
Pupils or parents/carers 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/carer intoxicated when collecting pupil	
Parent/carer expressing concerns about pupil	
Pupil discloses that their parent/carer or family member 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/carer <input type="checkbox"/> Collected by police	By whom	Date / time	Witness names	
Have parent/carers been informed <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Name of parent/carer	Date / time	
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> Head Teacher <input type="checkbox"/> Social Services		<input type="checkbox"/> Education <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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**Appendix 3 - Record of Follow-up Action to Substance Misuse Related Incidents**

**Notes of investigations / actions undertaken**

Date/time	Name	Notes
Date/time	Name	Notes
Date/time	Name	Notes

**Interview record**

Date/time	Interviewed by	Names/position of others present
Notes		Actions

**Referrals and contacts made**

Provide details

**Outcome**

Provide details

**Other notes / comments**

**Signatures**

Parent/Carer Name (if appropriate)	Signature	Date
School Staff Name	Signature	Date
Other....	Signature	Date

**\*Attach details of meeting notes, actions, plans etc as appropriate**