



St Alban's RC High School

Substance Misuse Education & Incident Policy

ORIGIN:	TCBC Policy No: v0001.00 Written in reference to Welsh Government Guidance document no: 107/2013 Date of issue: Feb 2017 Author: SE Wales School Aged Substance Misuse Group
COMMITTEE RESPONSIBLE:	Wellbeing, Equality & Inclusion
LEAD MEMBER:	Assistant Head
DATE APPROVED:	01-10-2025
CHAIR OF GOVERNORS NAME:	Chris Evans
CHAIR OF GOVERNORS SIGNATURE:	<i>Chris Evans.</i>
REVIEW DATE:	<i>The policy will be reviewed every three years or if an incident has taken place or in light of new Welsh Government policy.</i>

St Alban's RC High School is a voluntary aided school and the governing body is the employer of the staff who work there. The contract of employment is between the school's governing body and the employee. The governing body has all the employment responsibilities that this entails including the appointment and dismissal of staff.

Substance Misuse Policy Checklist

Heading	Present	Comments
1. Date of publication and review		
2. Context of policy / relationship with other police		
3. Aims of policy clearly stated		
4. School's / organisation's stance on substance misuse stated		
5. Statement of those consulted		
6. Location of policy		
7. School / organisation coordinator or deputy named and role clarified		
8. Lead governor or deputy on substance misuse issues named and role clarified		
9. Substance misuse education – planning, teacher-led, use of visitors, prior needs assessment		
10. Substance misuse education – aims stated, realistic and measurable		
11. Substance misuse resourcing, methodology adequately covered		
12. Training, monitoring, evaluation adequately covered		
13. School / organisation rules clearly stated in a form for presenting to the school community when applicable		
14. Incidents / situations defined to encompass the planned and non-planned, including parental / carer substance use		
15. Assessment of substance misuse incident on premises, recording procedures, confiscation and searching, storage and disposal		
16. Smoking – state policy on smoking in school / organisation grounds		
17. Medical assistance and procedures, e.g. first aid		
18. Local and national guidance cited		
19. Vulnerable, at risk learners are referred to, with specific provision for their needs		

(Welsh Government Circular 107/2013)

St Alban's RC High School / Organisation Substance Misuse Incident & Education Policy

This policy is descriptive of current practice in St Alban's RC High School in both Substance Misuse Education and in the handling of substance misuse related incidents. It has been through a full consultation process with staff, parents and governors. This descriptive document was circulated to all relevant parties and sub-committees discussing developments and improvements of this policy.

It is also recognised that the outcomes of developing this policy will have training implications for staff and governors.

Description of current practice

St Alban's RC High School defines the term 'Drugs' to mean any substance which changes the way your body works. The range of substances covered in this policy include: tobacco, alcohol, over the counter medicines, prescription only medicines such as anabolic steroids and benzodiazepines, volatile substances as well as legal and illegal substances.

St Alban's RC High School takes the issue of substance misuse (legal and illegal) seriously and seeks to give quality education on substance misuse to all pupils. The aim is to empower children and young people to make responsible, well informed decisions about substances and, whenever possible, to resist temptations to use. This includes smoking cigarettes and drinking alcohol.

This school / organisation seeks to provide accurate, unbiased information about substances to its pupils, taught through a life skills approach as an essential component of a broader programme of Personal and Social Education (PSE), Foundation Phase and National Curriculum Science. As well as using our school beat police liaison officer and other outside agencies.

The substance misuse programme will be tailored to meet the needs of vulnerable children and young people e.g. looked after children or children / young people who have started to misuse substances. Teachers may decide that they will have to develop an individual learning plan in order to meet the needs of vulnerable children and young people. In addition to this, the school seek to support any pupil who has substance related problems through its caring pastoral system and good working relationships with outside agencies.

Links to Other Policies

Other policies refer to HWB-related issues and should be read in conjunction with this policy statement. These might include

- *Sex and Relationships Education*
- *Positive Behaviour Management*
- *Safeguarding*

Roles and Responsibilities

Governors will:

- support the head teacher in the implementation and delivery of this policy and SME programme;
- ensure that the policy and SME programme meets WG Guidance;
- ensure that there is a robust system in place to manage substance misuse related incidents;
- ensure that staff are aware of the policy and procedures and
- ensure that the policy and SME program is effectively monitored and evaluated.

Head teacher or named member of staff will:

- promote the policy amongst the whole school community;
- ensure staff are aware of how to deal with incidents;
- keep accurate records of incidents;
- deal with media requests for information following guidance;
- monitor and evaluate the effectiveness of this policy and the SME programme.

Teaching and non-teaching staff will:

- follow the agreed procedures for dealing with incidents;
- support any vulnerable child or young person appropriately and
- deliver effective substance misuse education as agreed in this policy.

Parents / carers are asked to:

- support this substance misuse education and incident policy and
- contact the school immediately if they are concerned that their child is involved in substance use or misuse.

Learners will:

- support this substance misuse education and incident policy;
- contribute to the review of the policy and SME programme;
- inform a member of staff if there are concerned about the substance use or misuse of a fellow student and
- inform a member of staff if there are concerned about their own substance use or misuse.

Substance Misuse Related Incidents

This policy relates to all buildings and play areas inside the school boundaries and also covers behaviour of pupils on their journeys to and from school in accordance with The National Travel Behaviour Code (2009).

School / education setting rules regarding substance misuse as outlined below also applies on all school / education setting visits and residential activities

Smoking on site

Smoking, including e-cigarettes, is prohibited for all pupils, staff and visitors on site. Pupils caught smoking will have their cigarettes taken away. Sanctions and consequences will follow in line with the school Positive Behaviour Management Policy.

Alcohol on site

Consumption of alcohol on site is prohibited for all visitors, staff and pupils. Anyone found drinking alcohol or under the influence of alcohol will be dealt with using the Response Procedure flow chart on pages 13 -15.

Exceptions to this are:

Planned staff events with no pupils present

Planned PTA events

Visitors

It is important for our school / organisation to work in partnership with external agencies to enhance the learning experiences of children and young people as part of our planned programme. Visitors can enrich the SME provision but their contribution is part of a school / organisation led, well-planned, coordinated programme and does not replace the school's / organisation's programme of substance misuse education. (For further guidance please refer to appendix 1.)

What to do if there is a Substance Misuse Related Incident

Each case is carefully considered in the light of the individual circumstance and the best interests / well being of the child/young person.

All incidents of substance misuse are treated seriously and reported to the DSP.

The procedure for dealing with incidents can be found in appendix 2.

Staff are aware that confidentiality is not an option if children and young people are at risk. The deciding factor is the degree of risk to the child/young person. Incidents can be classified according to speed of action required. Some incidents require immediate action; others require time for assessment of information, seeking advice and the involvement of other agencies. (For examples please refer to appendix 3.)

Checklist for Interviews with Children & Young People:

- Remind child / young person of the policy regarding substance misuse and the procedure to be followed to investigate the incident, including the intention to contact parent / carer and police.
- Ask child / young person to hand over any substances. If reluctant to do so, explain that requests will be repeated in the presence of parents / carers and possibly the police. It is not lawful to carry out personal searches unless there is a suspicion that a child/young person is in the possession of a weapon.
- Once investigation has finished, give consideration to the guidance which has been given in terms of sanctions and the involvement of other agencies.
- Parent / carers should be allowed access to the child / young person with a member of staff present at all times.
- Where police involvement is necessary, parents/ carers must be present.

Confidentiality

Staff and volunteers who work with children and young people should be aware of the boundaries of their role and when and how to refer on to other agencies.

There is no legal restriction on a teacher accepting a confidence from an individual pupil about their substance use. If, however, the teacher believes that the pupil has in mind a course of conduct which is likely to place him or her at moral or physical risk or in breach of the law, the teacher has a general duty to ensure that the pupil is aware of the implications and is urged to seek advice about treatment and rehabilitation services; **the teacher should also make clear to the pupil that no guarantee of confidentiality can be offered** given the seriousness of substance misuse.

Procedures for Dealing with Incidents Involving Adults:

When responding to situations involving adults, safety is the priority. Some situations require action in collaboration with other agencies to ensure the safety and protection of any child or young person. Other incidents will require observation, data collection and discussion before proceeding.

Procedure for Dealing with Incidents Involving Staff:

Substance misuse involving staff should be covered by the Local Authority's Employment & Disciplinary Policy. The Alcohol and Substance Use Policy for employees prohibits the consumption of alcohol or substance use during work. Safeguarding children and young people in the care of the school / education setting is of a greater urgency than staff disciplinary procedures.

Recording an Incident

Accurate records should be completed as soon as possible by the safeguarding lead. Blank pro-formas are located at the DSP office. Once completed they will be kept securely in the DSP office. (Please find forms in appendix 2)

Following up an Incident Involving Substance Misuse: Involvement of Police

The Misuse of Drugs Act 1971, states that it is an offence:

".....for the occupier or someone concerned in the management of premises knowingly to permit or suffer the smoking, supplying, attempting to supply or offering to supply, of controlled drugs to take place on those premises".

It is important that our school upholds the law, and co-operates with the police when necessary. The school will refer to the [SchoolCrimeBeatProtocol](#) for further information and guidance.

The School Police Liaison Officer is available for further support and advice and this school promotes and supports that relationship. Any queries or concerns which are felt to be immediate **ARE DEALT WITH** by any police officer and are not kept until the school liaison officer is in a position to call or contact the school. In the case of an emergency the school / organisation will ring **999**.

Dealing with the Media

In the aftermath of a (suspected) substance misuse incident, there can be media attention and speculation. Requests from the media are only dealt with by the head teacher who may refer these to the Chief Officer for Children and Young People.

General points for consideration:

- Inform the LA of any substance misuse related media enquiries;
- Have the key facts written down;
- Do not make off the cuff remarks, ask for 10 minutes to prepare;
- Keep names and fine detail confidential;
- Show that the organisation has acted according to procedures;
- Accept the serious nature of incidents;
- Do not make comments on the action of other organisations.

The five groups of people who may require follow up are:

- The children & young people involved and their parent / carer.
- School / education setting staff.
- The Senior Management Team.
- Other children / young people and their parents / carers who are involved in the organisation.
- The wider community.

All follow up action should keep confidentiality in mind.

Supporting children & young people after an Incident:

Responses may include

- Learner assistance programmes;
- School based counselling referrals;
- CYP substance misuse service referrals;
- Youth support services;
- Restorative approaches;
- Behaviour contract;
- Fixed term exclusion;
- Permanent exclusion.

Dissemination of the Incident:

(Confidentiality should be considered in all cases.)

- All staff need to be made aware that individual pupil(s) have been involved in an incident.
- Appropriate staff and management need to know the details of the incident and which substance was involved and in some circumstances the name(s) of those involved.
- To consider whether any change is needed to the procedure following the incident.
- To consider any educational needs highlighted by the incident.
- De-briefing and evaluation of procedures by all agencies involved, this should be recorded and used in fine tuning local arrangements and responses.
- Children & young people 'may' need to know the facts about the incident, including the consequences.
- The substance misuse policy may have to be reinforced to the whole school / education setting community.
- The substance misuse education programme should be responsive to the incident.

Monitoring and Evaluation

The school / organisation is responsible for the on-going monitoring and evaluation of the substance misuse education programme and the management of incidents. The named person(s) responsible for SME and management of incidents will regularly complete the checklist below:

Criteria	Fully Met	Partly Met	Not Met
An up-to-date SME and Incident policy has been presented to and agreed by staff and governors.			
Learners have been consulted in the development of the policy.			
A member of the senior leadership team has overall responsibility for SME and managing incidents.			
The training needs of staff have been assessed and met.			
All elements of the SME programme have been delivered.			
All incidents have been recorded.			
All incidents have been managed following the school / education setting policy.			
When an incident has taken place the SME programme has been reviewed.			
The views of learners have been considered when reviewing the SME programme.			
Observations of SME lessons have taken place.			
The contribution of external visitors has been evaluated.			
Completed by:	Date:		
Next Steps			

Checklist; The role of visitors in PSE

This checklist is for use by learning providers and visiting agencies to help with the joint planning of PSE sessions.

Planning points	
The school and the visitor have agreed the aims, content and approach of inputs by the visitor.	
The school has	
checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding /child protection procedures.	
made the visitor aware of and familiar with any relevant school policies.	
planned for the visitor to be supervised/actively supported by a teacher at all times throughout the visit .	
explained how the visit fits into the PSE programme e.g. any preparatory work/follow up work to be done.	
provided information on:	
<ul style="list-style-type: none"> • the number of sessions expected 	
<ul style="list-style-type: none"> • the age of the learners in each session 	
<ul style="list-style-type: none"> • the number of learners in each session(s) 	
<ul style="list-style-type: none"> • any additional learning needs of learners 	
The following have been agreed:	
<ul style="list-style-type: none"> • the date and time of the visit 	
<ul style="list-style-type: none"> • where the speaker will be met, at what time and by who 	
<ul style="list-style-type: none"> • the name of the class teacher(s) who will be present at the session(s) 	
<ul style="list-style-type: none"> • where the session(s) will take place 	
<ul style="list-style-type: none"> • the number of sessions, timings and durations for each 	
<ul style="list-style-type: none"> • relevant school timings e.g. registration, assembly, breaks, lunch etc. 	
<ul style="list-style-type: none"> • what school resources are required by the speaker 	
<ul style="list-style-type: none"> • where resources can be accessed. e.g. video, TV, DVD player 	
<ul style="list-style-type: none"> • what resources the speaker will provide 	
<ul style="list-style-type: none"> • arrangements for collecting feedback from the session(s) <ul style="list-style-type: none"> • from learners • from teaching staff 	
<ul style="list-style-type: none"> • arrangements for jointly evaluating the session(s) 	
Signed	School:
	Visitor:
Date:	

(DCELLS 2008)

Substance Misuse Incident Recording Form Template

School / organisation name:		Date of incident:	Date and time reported:	
			Reported by:	
Person(s) involved:		Other(s) involved:	Contact details:	
Description of incident:				
Category of incident	Action taken	By whom	Who contacted	
Categories: 1. Drug-related litter 2. Possession 3. Supply 4. Under the influence 5. Non learner/member 6. Suspicion / allegation				
Name / description of substance:	Amount / size:	Removed by:	Where retained:	
Name:		Witnessed by:		
Signed:		Signed:		
Date:		Date:		

Contacts and referrals made (where appropriate)

Contacts	Contact name and number	Contact made by	Time and date contact made	Enquiry/Referral (Appointment time)
Parents/Carers				
Police				
Ambulance				
Other health professional				
Social services duty team				
Environmental health				
Education department				
Drug support agency				
Other:				
Parents/Carers				
Police				

Outcome:

(Attach information on meetings / action plans where appropriate)

Name:

Witnessed by:

Signed:

Signed:

Date:

Date:

(Welsh Government Circular 107/2013)

Examples of Substance Misuse Related Incidents

Immediate action is needed when there is a clear risk to safety. For example:

- An adult collecting a child or young person appears to be under the influence of drink or substances.
Action: Apply locally agreed safeguarding procedures, involve the Police if the adult is aggressive.
- A child/young person/adult appears ill or unsafe as a result of substance misuse.
Action: Obtain medical advice, note the relevant facts and inform parents/carer.
- Substances are being supplied on or near the premises.
Action: Contact police / neighbourhood policing team.
- The premises have potentially hazardous substance misuse related litter (needles, syringes).
Action: Arrange the safe removal of litter, according to Health & Safety Policy.
- There is ready access to controlled drugs.
Action: Contact police / neighbourhood policing team.
- A child/young person discloses that they are misusing substances or their parent or other family members are misusing substances.
Action: Contact social services or specialist substance misuse service for advice on how to respond.

Less immediate action e.g.; observation, interview, consultation with other agencies (including the School Police Liaison Officer), continued monitoring maybe appropriate when there are...

- Generalised allegations or concerns about a particular child/young person or family.
- Refuted/inconsistent disclosures:
- Concerns but no evidence of substance misuse or related harmful or criminal conduct (such as supply of drugs or other harmful substances).
- Concerns but no evidence of immediate risk to safety.

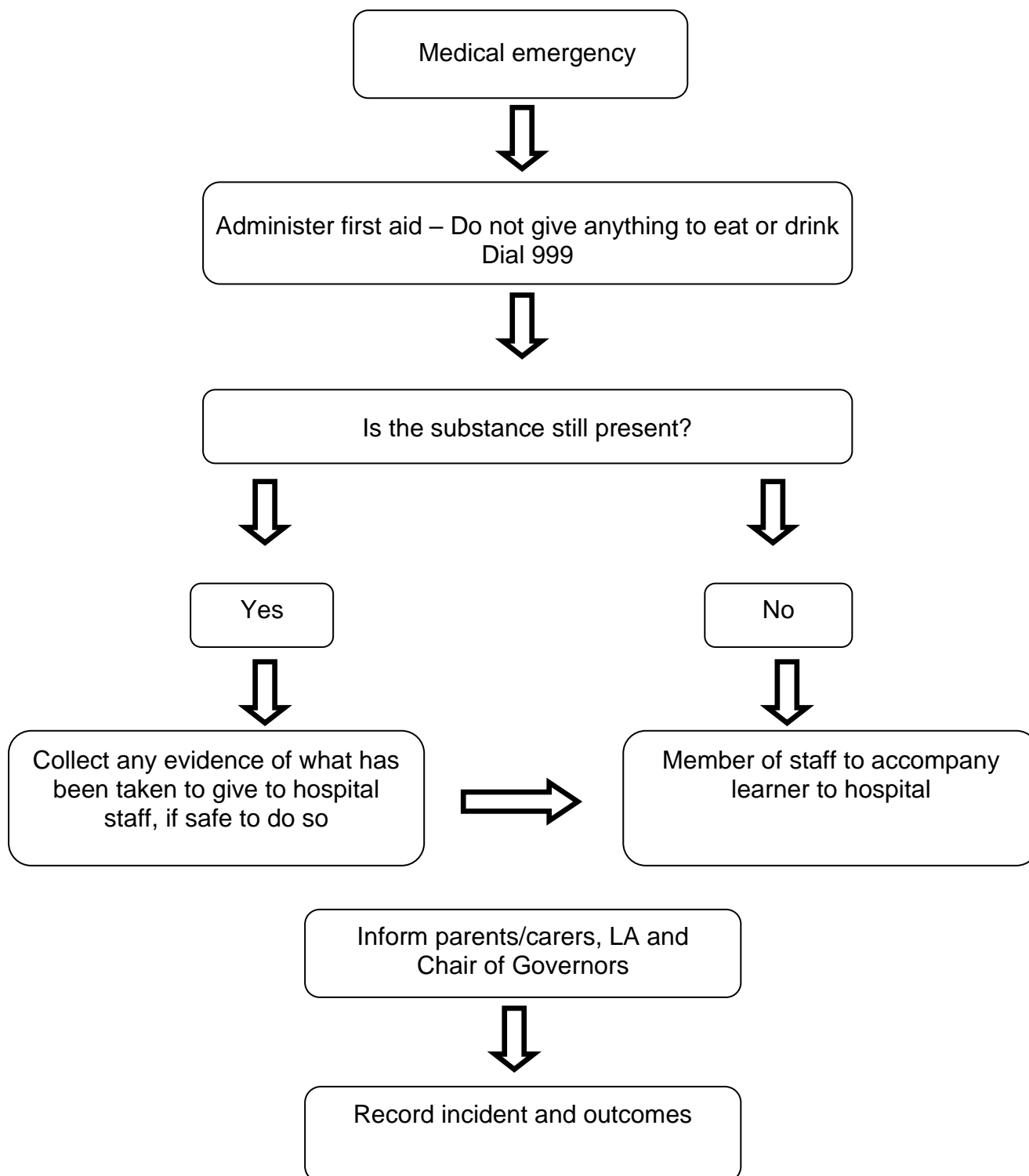
Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property. School Crime Beat Protocol provide guidance for taking action in line with police policy.
- Apart from immediate first aid, any health or medical emergency which should be attended by medical personnel.
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services.
- Counselling and drug treatment programmes should be delivered by trained health professionals.

Suggested response procedures for substance misuse related incidents

A suggested response procedure: medical emergencies

This procedure covers both legal substances and illegal substances. If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as medical emergencies. If in doubt, always treat as a medical emergency.



Suggested response to incident

This procedure covers both legal and illegal substances.

Inform Head or named person
(insert name)

Learner / member of
organisation

No

Identify if possible. Notify
appropriate agency if necessary

Yes

Yes

Is substance still present?



Confiscate in front of witness,
secure and record.

No

Formal assessment when appropriate.
Inform and involve parents / carers / agencies.

Are there children and young people
safeguarding issues?

Yes

Follow C&YP safeguarding
procedures

No

Evidence of dealing?

Yes

Contact police

No

Inform Chair of Governors, decide
actions and involve support
agencies.

Record incident and outcomes.
Make arrangements for substance disposal (if
appropriate).

Local contact numbers

- Police non-emergency: 101
- Local CYP substance misuse service:
- Head / named school contact:
- LA Chief Officer CYP:

(Welsh Government Circular 107/2013)