



NID DYSG HEB FOES

Ysgol Brynhyfryd

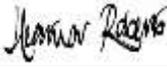
Substance Misuse and Prevention Policy (Secondary and special schools)

** For the purposes of this policy, the term 'school' refers to maintained secondary schools, special schools and pupil referral units (PRUs).*

Name of school	Ysgol Brynhyfryd
Address and post code	Mold Road Ruthin LL15 1EG
Phone number	01824 703933

Email address for this policy	ysgol.brynhyfryd@denbighshire.gov.uk
Web link to policy	

To be completed by the school:

Name of policy	Substance Misuse and Prevention Policy (secondary and special schools)
Policy version number	V3 01/11/17
Date Policy formally approved by Governing Body	March 2018
Date Policy becomes effective	March 2018
Review Date	March 2020
Name of staff member responsible for this policy	C Ranson
Signed (headteacher)	
Signed (chair of governing body)	
Information about this policy is available to parents/carers	Policy on school website and available from school

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

Original policy developed by	Ceri Ellis Paula Roberts
Date adopted by Education and Children Services JMT	
Original policy date issued to Denbighshire schools	March 2011
Version number and date	Version 3, 01/11/2017
Version developed by	James Brown Paula Roberts
Review date	01/11/2019
Well-being assessment completed and date	01/11/2017

1. Aims and objectives of the policy

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.
- Provide a safe smokefree (including e-cigarettes) environment for everyone.

2. Links to national guidance and other school policies

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

- Working Together to Reduce Harm- The Substance Misuse Strategy for Wales 2008 – 2018
- Guidance for Substance Misuse Education (2013)
- Personal and Social Education Framework (2008)
- Science Curriculum (2008)
- The Smokefree Premises etc (Wales) Regulations (2007)
- School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2012)
- Guidelines for Schools and School Community Police Officers (SCPOs) Working Together. School Behaviour Incident Management.
- All Wales Child Protection Procedures (2008)
- Equality Act 2010

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

- Behaviour
- Managing Healthcare Needs
- 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)
- Denbighshire No Smoking Policy (staff) (2015)
- Denbighshire Alcohol and Substance Misuse Policy (staff) (2016)

3. Definitions and terminology

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 includes:

- Tobacco
- Electronic cigarettes
- 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

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

4. Policy exceptions

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 pupil. We have a [managing pupils healthcare needs policy](#). If pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this 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 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 Denbighshire licensing department to determine whether a licence is required (01824 706342).

5. Rationale

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 pupils 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.

6. Development of the policy

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.

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

- Schools
- Behaviour Support Service
- Young Persons Substance Misuse Service (YPSMS)
- Healthy Schools Scheme
- Education Social Work Service
- Human Resources

Schools then shared the policy with staff, governors, pupils and parents in their own ways.

7. Key responsibilities

Implementation of substances policy and management of incidents or disciplinary procedures	G Parry C Ranson
Named link to the YPSMS (for referrals etc)	C Ranson S Boschi
Substance misuse education	C Ranson
Safeguarding / Child Protection Coordinator	C Ranson

To comply with this policy, the G Parry **Head teacher** and C Ranson **Assistant Head teacher** is responsible for:

- Ensuring that the policy is understood by the governors, staff, parents/carers and pupils;
- 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 SCPO and liaising closely with them to ensure that their policies for dealing with illegal substance misuse incidents are followed;
- Coordinating referrals to the YPSMS;
- Meeting with the link member of staff from the YPSMS on a regular basis.

The **Assistant Head teacher (Pastoral)** 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 pupils about what they need or would like to learn.

8. Where does the policy apply?

Substance misuse (including tobacco and alcohol) 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 Smoking and school premises and grounds

- Smoking 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.
- A no smoking sign complying with the *Smoke-Free Premises etc Regulations (Wales) 2007* will be displayed in a prominent position at or near each entrance to the school buildings.
- We will use other signs around the school (e.g. school gates, grounds) to remind people that our school is smokefree and e-cig free.

8.2 Smoking and vehicles

- Smoking is not permitted in any school vehicle nor is it permitted in any commercial vehicle transporting pupils on school journeys/trips in accordance with the *Smoke-Free Premises etc Regulations (Wales) 2007*.
- Our staff are asked to refrain from smoking in their own vehicles, when carrying passengers on behalf of the school.
- Parents/carers transporting pupils to and from school events will be reminded of the schools' policy and asked to comply.

9. When does this policy apply?

This policy applies to:

- The whole of the school premises at ALL times.
- Extracurricular activities on and off school site.
- Meetings or events which are attended by school employees or pupils as part of their work and/or parents/carers and visitors to such meeting/events. For example sports day, school fairs, parents' evenings etc.
- School educational visits including away sports fixtures, off site provision and work experience.
- School transport.
- Journey to and from school and behaviour in the immediate vicinity of the school will be a matter of judgement for the head teacher.

10. Who does the policy apply to?

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 pupils.

11. Promotion of the policy

- This policy will be listed on the school website.
- A pupil friendly version of the policy is available.
- Presentations are made during school assemblies about this policy and the services of the Conwy and Denbighshire Young Persons Substance Misuse Service.
- Full copies of the policy will be made available on request.

12. Delivery of substance misuse education

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 should not influence our education programmes. The programme for each year group is laid out in the table 1. More detailed plans are available in the PSE and science schemes of work.

12.1 Resources and the involvement of external agencies/initiatives

Occasionally we will work with appropriate initiatives e.g. the police to contribute to particular aspects of the programme. They will be asked to work within the parameters of this policy and complement our curriculum delivery.

12.2 Continuing professional development

- Staff will be given the opportunity to attend appropriate substances awareness courses.
- Staff will sit in on sessions delivered by external agencies.

12.3 Parents/carers

- Information is shared with parents via school website.

13. Management of substance misuse related incidents

13.1 Types of incidents

Incidents can happen unexpectedly therefore we have detailed guidance in place to support staff to take appropriate action. Substance misuse incidents may relate to pupils, 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.

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 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 School Community Police Officer (SCPO). For more detailed guidance please refer to [appendix 1](#).

13.2 Police Involvement

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

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

If the situation is an emergency or if the SCPO is not available 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.

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 (2012); and
- Guidelines for Schools and School Community Police Officers Working Together. School Behaviour Incident Management.

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.

13.3 Procedures for managing an incident involving pupils (appendix 1)

Staff that become aware of difficulties and/or incidents involving pupils 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 pupils 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](#).

13.3.1 Procedure for dealing with a pupil after an incident

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.

It is not our role to provide medical care to those under the influence of drink or drugs. If a pupil is at risk because of impaired mental state, parents/carers will be contacted and 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.

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

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

13.4 Procedure for dealing with incidents involving staff (appendix 1)

Our primary concern is the welfare of the pupils in our care. The safeguarding of our pupils 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.

13.5 Procedure for dealing with adults (not staff) (appendix 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 SCPO 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.

Where it is suspected that parents/carers arriving at school to collect pupils are intoxicated or appear to be under the influence of a substance, the pupil will not be released to their care (especially if they are driving). We will try to arrange for another named contact to collect the pupil. However, if the parent/carer becomes aggressive we will contact 999. This is in line with our Safeguarding Policy.

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 YPSMS, social services, health or other specialist substance misuse services

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

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

1. The lead person will be informed.
2. The paraphernalia will be placed in a sharps box (if needed), using gloves and tweezers.
3. Environmental Services will be contacted to empty the box (when full).
4. We will inform the SCPO.
5. Incident report form will be completed.
6. Safety education with pupils as required.

13.7 Procedure for discovery of substances on school grounds or confiscating substances

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:

1. Confiscate the substance and place in a bag.

2. Staff will not attempt to analyse or taste any unidentified substance under any circumstances.
3. For suspected legal or illegal drugs we will contact the SCPO for disposal and advice re - future action. If the SCPO is not available – the local police will be contacted as soon as possible. We will explain the situation and ask for an incident number.
4. 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.
5. WEDINOS may be used (www.wedinos.org) to analyse an unknown substance to determine exactly what it is.
6. 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.

13.8 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 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 pupil 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 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.

13.9 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.
- 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 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.

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

13.9.1 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. 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.

13.9.2 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 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.

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 (**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.

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.

13.10 Interviewing and investigations

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 SCPO 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.

13.11 Media contact

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.

13.12 Sharing intelligence

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 YPSMS accordingly.

13.13 Recording of incidents (appendix 2)

Records will be maintained for ALL substance misuse and related incidents using [appendix 2](#). Records of ALL interviews must be kept.

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.

14. 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. **A duty is placed upon those professionals involved to exchange information in order to safeguard a "child" adhering to the All Wales Child Protection Procedures 2008.** 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 or a pupil is at risk of causing serious harm to others.'
- Criminal offences are disclosed

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

In terms of substance misuse education:

- If a teacher hears or sees something during lessons which suggests a pupil is at risk of serious harm or causing serious harm to others they will alert the head teacher/safeguarding coordinator
- The use of agreed ground rules in classes will create clear boundaries, discourage pupils from sharing personal information in a class setting and ensure everyone feels respected and safe
- Teachers will encourage pupils to place their questions in a question box which will give staff 'thinking time' before answering
- If questions of a personal nature or specific questions about e.g. illegal drugs are raised pupils will be encouraged to talk to their parents/carers and/or appropriate support agencies
- If a teacher hears or sees something during lessons which suggests a pupil has information about law breaking activities they will contact the head teacher and SCPO in the first instance

15. Complaints procedure

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

16. Monitoring and evaluation

- This policy will be reviewed every two-years. 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 consulted. These could include the police, YPSMS, Health, Education, Trade Unions, Health and Safety and Public Health. They will assess the impact of the policy on the school, pupils and staff and whether or not it needs to be amended.
- The lead for substance misuse, the PSE coordinator and science coordinator are responsible for reviewing substance misuse education regularly to ensure that programmes are responsive to the needs of pupils and that a supportive learning environment is maintained for all.
- The head teacher, lead for substance misuse and the governing body are responsible for monitoring incidents (e.g. the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and reviewing incident management procedures.
- The head teacher and lead for substance misuse will ensure that the findings from staff, parent/carer and pupil evaluations contribute to our school's self-evaluation process and to the policy review process.

Appendix 1 – Substance Misuse Incident Flowchart

Appendix 2 – Substance Misuse Incident Reporting Form

Appendix 3 – Substance Misuse Incident Letters

Appendix 4 – Young Person Substance Misuse Service Referral Form and Screening Tool

Appendix 1

Substance Misuse Incident

Flow Charts and Sanctions

MANAGING SUBSTANCE MISUSE INCIDENTS SUMMARY (AUTUMN 2017)

Nominated persons responsible for substance misuse incidents

Safety, Safeguarding and Crime

1. The safety of pupils and whole school community is the immediate priority.
2. If anyone appears ill or unsafe as a result of substance misuse, follow first aid procedures.
3. If there is a suspicion that a pupil has suffered, or is at risk of suffering significant harm, follow safeguarding procedures.
4. Where criminal activity is disclosed or suspected, report the matter to the SCPO.

Searching

1. School staff may not carry out personal searches of pupils or adults, their clothing or their personal property without consent.
2. Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused.
3. 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 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.
4. Staff may not detain a pupil or adult without their consent for the purpose of a search.
5. 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.

Media

1. Incidents or issues concerning substance misuse will NOT be reported to the local press and media.
2. The Head teacher, in consultation with the county Press Office and Governors will deal with all media matters.

Police

1. Involve the SCPO and not the emergency police for ALL substance misuse incidents.
2. 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.

Useful Contact Numbers

Education Social Worker

School Community Police Officer (SCPO)

School Nurse

Heledd Wynne-Evans

Debra Davies

Waste Management

For collection of sharps from yellow boxes
01824 712102

Conwy & Denbighshire Young Persons Substance Misuse Service (YPSMS)

General advice/support and substance misuse interventions for young people
01745 360084

Stop Smoking Wales

Smoking cessation services
0800 085 2219
<http://www.helpmequit.wales/>

Dan 24/7

Drugs & Alcohol Helpline
0808 808 2234
www.dan247.org.uk

Trading Standards

For reporting intelligence about counterfeit alcohol and tobacco products.
01824 706057
tradingstandards@denbighshire.gov.uk

Disposal of a confiscated substance

1. Ensure seizure of a substance is witnessed in corroboration with another member of staff.
2. Substance placed in a bag.
3. Staff must not attempt to analyse or taste any unidentified substance under any circumstances.
 - Alcohol – can be poured away and container discarded (inform parent/carers who may want to collect item).
 - Tobacco – can be destroyed and discarded (inform parent/carers who may want to collect item).
 - E-cigarettes – can be destroyed and discarded (inform parent/carers 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 SCPO will be contacted for disposal and advice regarding future action. If the SCPO is not available – then contact will be made with the local police. The situation will be explained and an incident number recorded.
4. Substance can be sent to wedinos.org for analysing.
5. Complete incident form, explaining how the substance was disposed of, and include witness signatures.
6. Reinforce appropriate educational messages with pupils if needed.

Substance misuse incidents involving pupils

*Refer to Searching Procedure
Also see notes re solvent misuse*

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

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

Disclosure of substance misuse

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

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

Safety Information – Solvents

The life of a person is at risk or a pupil 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 YPSMS with the heading 'Urgent Solvent use'.

Solvent Use

1. Contact designated first aider to stay with the pupil as they may need attention.
2. If under the influence, remove pupil from mainstream situation and take to a quiet place (not inclusion unit/quiet room as this is not a punishment).
3. Give the pupil a drink of water and talk calmly and quietly with them.
4. Try to ascertain what solvent has been used, how much and when.
5. If the pupil 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.
6. If the pupil passes out or becomes unconscious put in recovery position and call 999 stating situation and what has been taken.

Disclosure of solvent abuse

1. If the pupil 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.
2. Calmly explore their reasons for use and suggest meeting with one of the workers from YPSMS – explain to the pupil 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.
3. If that pupil refuses to meet YPSMS, ask if it would be ok to talk to YPSMS and get advice on the ways that they (the school) could support that young person without them meeting YPSMS for the time being.

Substance misuse incidents involving staff

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

Discovery of Drugs Paraphernalia on School Grounds

1. Inform lead person.
2. Place paraphernalia in a sharps box, using gloves and tweezers
3. Contact Environmental Services on 01824 712102 to empty the box.
4. Inform the SCPO if needed.
5. Complete incident report form.

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

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

Substance misuse incidents involving other adults

1. Inform lead person.
2. Do not release the pupil 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 pupil rather than the parent/carer. If parent/carer becomes aggressive contact 999.
3. Follow the school safeguarding procedure if appropriate if parent/carer is intoxicated.
4. 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.
5. Complete incident report form.

Discovery of Substances on School Grounds

1. Inform lead person.
2. Ensure that the seizure is witnessed in corroboration with another member of staff.
3. Confiscate the substance and place in a bag.
4. 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 SCPO 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
5. Substance can be sent to WEDINOS.ORG for analysing.
6. Complete incident form, explaining how the substance was disposed of, and include witness signatures
7. Reinforce appropriate educational messages with pupils if needed.

SANCTIONS FOR PUPILS SUBSTANCE MISUSE - ENERGY DRINKS

	Offence	Sanction	Actions
Use, possession, supply	Any	Energy drinks not permitted in school	<ol style="list-style-type: none">1. Confiscate the energy drink and dispose of it.2. Telephone call to inform parents that the energy drink has been confiscated and outline the concerns regarding the use of these drinks.

SANCTIONS FOR PUPILS SUBSTANCE MISUSE - CIGARETTES OR E-CIGARETTES

- Discretion of the SLT will be applied when a nicotine replacement therapy device is used is part of an agreed cessation programme and is included as part of a risk assessment.
- If it is suspected that the e-cigarette contains a psychoactive substance, the Illegal Drugs process should be followed.
- 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.
- **FOLLOW FLOW CHARTS FOR ALL INCIDENTS.**

	Offence	Sanction	Actions
Use	1 st	Written letter home	<ol style="list-style-type: none"> 1. Send standard letter 1 and literature about smoking or e-cigs and cessation services. 2. Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ 3. Education package for pupil.
	2 nd	Detention	<ol style="list-style-type: none"> 1. Send standard letter 2 and literature about smoking or e-cigs and cessation services. 2. Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ 3. Education package for pupil.
	Repeat	Period of internal exclusion	<ol style="list-style-type: none"> 1. Send standard letter 3 and literature about smoking or e-cigs and cessation services. 2. Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer to discuss strategies for cessation. School nurse could be included.
Supply (not sharing) If supply involves coercion or bullying, the Behaviour Policy	1 st	Detention	<ol style="list-style-type: none"> 1. Send standard letter 4 and literature about smoking or e-cigs and cessation services. 2. Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer. School Community Police Officer included.

or Anti-Bullying policy must be referred to.	2 nd	Period of internal exclusion	<ol style="list-style-type: none"> 1. Send standard letter 5 and literature about smoking or e-cigs and cessation services. 2. Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer. School Community Police Officer included.
	Repeat	Fixed term exclusion	<ol style="list-style-type: none"> 1. Send standard letter 6 and literature about smoking or e-cigs and cessation services. 2. Offer cessation advice from the school nurse or make referral to http://www.helpmequit.wales/ 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer. School Community Police Officer included. 5. Re-integration meeting with pupil and parent/carer *.

*Re-integration meeting with parents could discuss the following strategies (could include 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 PUPILS 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 pupil 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	1 st	1 day internal exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	1. Send standard letter 7 and literature about alcohol and Young People's Substances Misuse Service (YPSMS). 2. Referral to YPSMS. 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer and the YPSMS.
	2 nd	2 days internal exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	1. Send standard letter 8 and literature about alcohol and Young People's Substances Misuse Service (YPSMS). 2. Referral to YPSMS. 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer and the YPSMS.
	Repeat	1 day fixed term exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	1. Send standard letter 9 and literature about alcohol and Young People's Substances Misuse Service (YPSMS). 2. Referral to YPSMS. 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer and the YPSMS. 5. Re-integration meeting with pupil and parent/carer *.
Supplying	1 st	1 day fixed term exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	1. Send standard letter 10 and literature about alcohol and Young People's Substances Misuse Service (YPSMS). 2. Referral to YPSMS. 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer and the YPSMS. 5. Re-integration meeting with pupil and parent/carer *.

	Repeat	2 days fixed term exclusion If the incident involves a significant behaviour problem, behaviour policy (exclusion) could apply	1. Send standard letter 11 and literature about alcohol and Young People's Substances Misuse Service (YPSMS). 2. Referral to YPSMS. 3. Education package with pupil. 4. Formal meeting with pupil and parent/carer and the YPSMS. 5. Re-integration meeting with pupil and parent/carer *.
Disclosure		NA	1. If a young person makes a disclosure about misuse of alcohol, then an instant referral to YPSMS should be made.

*Re-integration meeting with parents could discuss the following strategies (could include YPSMS, 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 PUPILS 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 pupil 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.**

	Offence	Sanction	Actions
Possession or consumption	1 st	1 day fixed term exclusion Unless behaviour warrants a lengthier period (behaviour policy) NOTE: 5-day intervention from YPSMS could be accessed	1. Send standard letter 12 and literature about the substance involved and the Young People's Substances Misuse Service (YPSMS). 2. Discuss with police. 3. Referral to YPSMS / education package with pupil. 4. Compulsory meeting to be held during isolation period with pupil, parent/carer, school rep, governor, local authority, YPSMS (essential), police, other partners. 5. Re-integration meeting with pupil and parent/carer *.
	2 nd	3 day fixed term exclusion Unless behaviour warrants a lengthier period (behaviour policy) NOTE: 5-day intervention from YPSMS could be accessed	1. Send standard letter 13 and literature about the substance involved and the Young People's Substances Misuse Service (YPSMS). 2. Discuss with police. 3. Ongoing referral work with YPSMS / education package with pupil. 4. Compulsory meeting to be held during isolation period with pupil, parent/carer, school rep, governor, local authority, YPSMS (essential), police, other partners. 5. Re-integration meeting with pupil and parent/carer *.

	3 rd	5 days fixed term exclusion Unless behaviour warrants a lengthier period (behaviour policy) NOTE: 5-day intervention from YPSMS could be accessed	<ol style="list-style-type: none"> 1. Send standard letter 14 and literature about the substance involved and the Young People's Substances Misuse Service (YPSMS). 2. Discuss with police. 3. Ongoing referral work with YPSMS / education package with pupil. 4. Establish behaviour contract. 5. Compulsory meeting to be held during isolation period with pupil, parent/carer, school rep, governor, local authority, YPSMS (essential), police, other partners. 6. Re-integration meeting with pupil and parent/carer *.
	4 th	Permanent exclusion	<ol style="list-style-type: none"> 1. Refer to procedures relating to permanent exclusion and contact the Inclusion Officer in Denbighshire Education and Children's Services to discuss. 2. Ongoing work/referral with the YPSMS.
Supplying	1 st	5 days fixed term exclusion pending further investigation Unless behaviour warrants a lengthier period/permanent exclusion (behaviour policy)	<ol style="list-style-type: none"> 1. Send standard letter 15 to parent/carer and literature about the substance involved and the Young People's Substances Misuse Service (YPSMS). 2. School to work with police, local authority and YPSMS. 3. Re-integration meeting with pupil and parent/carer *. 4. YPSMS 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. Could lead to permanent exclusion.	
Disclosure	NA	NA	<ol style="list-style-type: none"> 1. If a young person makes a disclosure about misuse of drugs, then an instant referral to YPSMS should be made.

*Re-integration meeting with parents could discuss the following strategies (could include YPSMS, 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 PUPILS 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 pupil 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	1 st	NA	<ol style="list-style-type: none"> 1. Deal with in accordance with the school managing pupil's healthcare needs policy. 2. Suspected dependency or misuse, refer the young person to the YPSMS.
Supplying	1 st	<p>Sanction will depend on circumstances and will include an intervention with the YPSMS.</p> <p>Follow 'supplying' illegal drugs, new psychoactive substances, volatile substances, and steroid and image enhancing drugs (SIEDS) if supply of prescription drugs is taking place</p>	<ol style="list-style-type: none"> 1. Send standard letter 15 to parent/carer and literature about the substance involved and the Young People's Substances Misuse Service (YPSMS). 2. School to work with police, local authority and YPSMS. 3. Re-integration meeting with pupil and parent/carer *. 4. YPSMS 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. Could lead to permanent exclusion.	
Disclosure	NA	NA	<ol style="list-style-type: none"> 1. If a young person makes a disclosure about misuse/dependency of prescription or over the counter drugs, then an instant referral to YPSMS should be made.

*Re-integration meeting with parents could discuss the following strategies (could include YPSMS, 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 Form

Record of Follow-up Action to Substance Misuse Related Incidents

Sanction given to pupil(s)

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

Smoking and e-cig Incidents Only

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

Re-integration Meeting (if relevant)

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	
<input type="checkbox"/> Leaflets and verbal information on substances given			
<input type="checkbox"/> Information about support service given			
<input type="checkbox"/> Pastoral Support Plan			
Onward referral to other service (✓)			
<input type="checkbox"/> Young Person Substance Misuse Service			
<input type="checkbox"/> PAD Referral			
<input type="checkbox"/> Social Services			
<input type="checkbox"/> 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/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

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

Appendix 3

Substance Misuse Incident

Letters to parents/carers

STANDARD LETTER 1 – SMOKING/E-CIGARETTE INCIDENT FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/E-CIGARETTE INCIDENT FIRST OFFENCE

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

The substance concerned was tobacco / e-cigarettes.

Details of incident:

The school and Denbighshire Education and Children's Services view substance misuse extremely seriously. We felt that it was important that we inform you of this incident in a timely manner.

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 smoking / potential effects of e-cigarette use on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales .

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

Yours sincerely

XXXX

STANDARD LETTER 2 – SMOKING/E-CIGARETTE INCIDENT SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/E-CIGARETTE INCIDENT SECOND OFFENCE

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

The substance concerned was tobacco / e-cigarettes.

This is their second offence. 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 placed in detention.

Detention date/time: _____

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 smoking / potential effects of e-cigarette use on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales .

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

Yours sincerely

XXXX

STANDARD LETTER 3 – SMOKING/E-CIGARETTE INCIDENT REPEAT OFFENCES

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/E-CIGARETTE INCIDENT REPEAT OFFENCE

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

The substance concerned was tobacco / e-cigarettes.

This is a repeat offence. 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 given a period of internal exclusion.

Internal exclusion date: _____

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

We would request that you to attend a meeting to discuss the incident on:

Date: _____ Time: _____

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales .

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

Yours sincerely

XXXX

STANDARD LETTER 4 – SMOKING/E-CIGARETTE (SUPPLY) INCIDENT FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/E-CIGARETTE (SUPPLY) INCIDENT FIRST OFFENCE

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

The substance concerned was tobacco / e-cigarettes.

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 placed in detention.

Detention date/time: _____

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

We would request that you to attend a meeting to discuss the incident on:

Date: _____ Time: _____

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales .

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

Yours sincerely

XXX

STANDARD LETTER 5 – SMOKING/E-CIGARETTE (SUPPLY) INCIDENT SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/E-CIGARETTE (SUPPLY) INCIDENT SECOND OFFENCE

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

The substance concerned was tobacco /e-cigarettes (supplying).

This is their second offence. 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 given a period of internal exclusion.

Internal exclusion date: _____

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 might include the police) to discuss the incident on:

Date: _____ Time: _____

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales .

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

Yours sincerely

XXXX

STANDARD LETTER 6 – SMOKING/E-CIGARETTE (SUPPLY) INCIDENT REPEAT OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT - SMOKING/E-CIGARETTE (SUPPLY) INCIDENT REPEAT OFFENCE

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

The substance concerned was tobacco /e-cigarettes (supplying).

This is a repeat offence. 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 has been excluded for a fixed period of 1 day.

Exclusion date: _____ Return to school on: _____

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

We would like you to attend a re-integration meeting at the school prior to your child returning (the police might be invited):

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 or other services could offer to prevent any further incidents which may lead to further exclusion.

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of smoking / potential effects of e-cigarette use on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or 'Help Me Quit' on 0800 08502219; www.helpmequit.wales .

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

Yours sincerely

XXXX

STANDARD LETTER 7 – 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.

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: _____

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

XXXX

STANDARD LETTER 8 – 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 their second offence. 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 2 day internal exclusion and a referral has been made to the Young Persons substance Misuse Service.

Internal exclusion dates: _____

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 01745 360084.

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

Yours sincerely

XXXX

STANDARD LETTER 9 – 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:

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** 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

XXXX

STANDARD LETTER 10 – 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:

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 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

XXXX

STANDARD LETTER 11 – 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 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.

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

Yours sincerely

XXXX

STANDARD LETTER 12 – 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 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.

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

STANDARD LETTER 13 – 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.

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

STANDARD LETTER 14 – ILLEGAL DRUGS, NEW PSYCHOACTIVE SUBSTANCES, VOLATILE SUBSTANCES, AND STEROID AND IMAGE ENHANCING DRUGS (SIEDS) (NON-PRESCRIBED) INCIDENT THIRD OFFENCE

Dear

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

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

This was a serious incident of substance misuse involving _____

This is their third 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/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.

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

SUBSTANCE MISUSE POLICY: STANDARD LETTER 15 – 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: _____

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

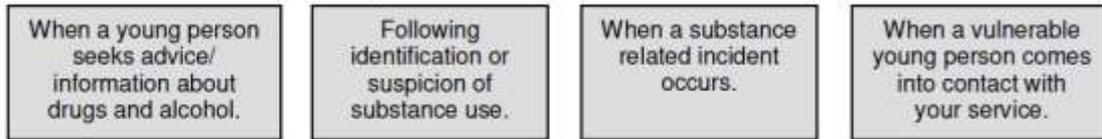
Appendix 4

Referral form to YPSMS

Screening Tool

Barnardo's Conwy & Denbighshire Children & Young People's Substance Misuse Screening & Referral Tool

Step 1 – When you should screen for substance use

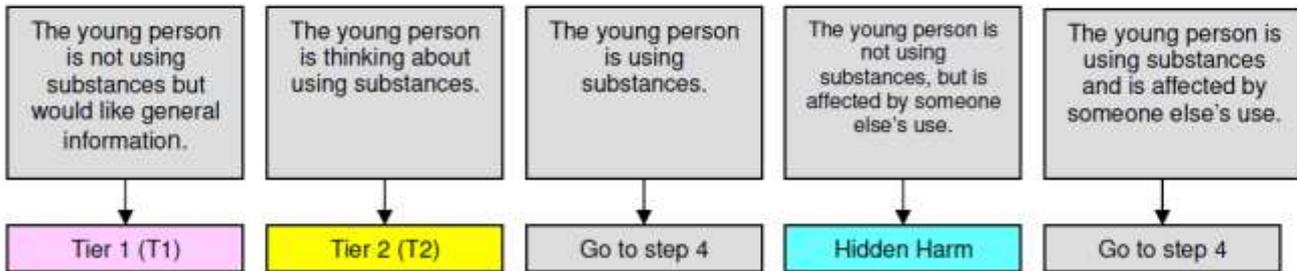


- For example:
- Homeless
 - Looked After
 - Young Carers
 - Young Offenders
 - Not Attending School

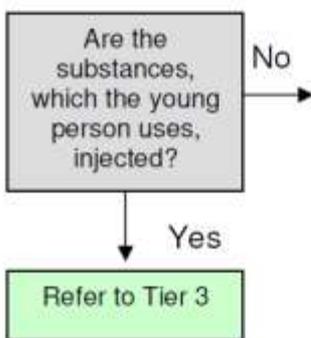
Step 2 - Confidentiality

Service confidentiality policy explained and inter-agency confidentiality form to be completed if necessary.

Step 3 – Why does the young person require information regarding substances?



Step 4 – What is the main substance the young person using?



	Weekly	Daily	Monthly	Occasionally
Alcohol	T2	T3	T2	T1
Amphetamines	T2	T3	T2	T2
Benzodiazapines	Tier 3			
Cannabis	Tier 2			
Cocaine	T2	T3	T2	T2
Crack	Tier 3			
Ecstasy	T2	T3	T2	T2
GHB	T2	T3	T2	T2
Heroin/Methadone	Tier 3			
Ketamine	T2	T3	T2	T2
LSD/ Magic Mushrooms	T2	T3	T2	T2
Legal Highs	T2	T3	T2	T2
MCAT/Cathinones	T2	T3	T2	T2
Solvents	T2	T3	T2	T2
Steroids	T2	T3	T2	T2
Tobacco	Refer to General Practitioner (GP)			

TIER 1 Education/Information	TIER 2 Targeted prevention and support for young people	TIER 3/4 Service for problem substance use and access to specialised treatment services	Hidden Harm Service for children/young people who are affected by parental/carer substance misuse
<ul style="list-style-type: none"> • Ensure that young person has access to information/education. • For further information/advice contact PSHCE Co-ordinator in schools, Barnardos CYPSMS Schools Worker, or School Nurse. 	<ul style="list-style-type: none"> • Refer to Barnardo's CYPSMS using standard referral form. • If known to Youth Offending Team (YOT), refer to YOT Substance Misuse Worker.. 	<ul style="list-style-type: none"> • Refer to Barnardo's CYPSMS using standard referral form. 	<ul style="list-style-type: none"> • Refer to Barnardo's CYPSMS Hidden Harm using standard referral form
Contact details: Sarah Barnett - 01745817216	Contact details: Giselle Moran - 01745817216	Contact details: Giselle Moran - 01745817216	Contact details: Noelle Kirk - 01745817216

GUIDANCE NOTES

STEP 1 - When you should screen for substance use.

- Have you been approached by a young person requesting information about a particular substance?
- Do you suspect that a young person is involved in, or affected by substance use?
- Has substance use paraphernalia been found on your premises?
- Has a young person been identified as being intoxicated on your premises?
- Has a young person been found in possession of substance paraphernalia?
- Are you working with a young person who can be identified as 'vulnerable' to substance use?

If you can answer yes to any of these questions progress to Step 2

STEP 2 – Confidentiality.

Due to the sensitive nature of disclosures, or enquiries from young people regarding substance use, or substance related incidents, it is important that the young person has a clear understanding of information sharing procedures and possible action that may be taken following disclosure.

Failure to clarify such policies at this stage can discourage a young person from disclosing honestly, or result in disengagement from a potential referral.

Every young person's substance misuse practitioner will be bound by their organisation's confidentiality policy and this will be introduced to a young person on initial contact.

Remember all of us are duty bound by our child protection procedures.

STEP 3 - Why does the young person require information regarding substances?

The young person is not using substances but would like general information.

Generic information regarding substances is available from various sources, which can be easily accessed by face to face workers. If you feel unsure about the information you are providing, young person's substance misuse workers from all tiers are available for consultation without the need for a formal referral.

The young person is thinking about using substances.

If a young person discloses to you that they are considering, or intend to use a substance then a referral to a Tier 2 service is appropriate. Tier 2 workers will work with the young person to explore the reasons why they are thinking of using. This process will encourage the young person to examine their reasons for using, or thinking of using substances and the implications of such actions. This will enable the worker to provide the young person with accurate information regarding the legal status, physical and mental effects and to highlight the potential risks of substance use.

The young person is using substances.

When a young person discloses that they are using substances, referral to the appropriate service will be determined by the substance/s being used, the method of use and the frequency of use. (Step 4)

The young person is not using substances, but is affected by someone else's substance use.

For young people who are experiencing difficulties because of the substance use of a parent, sibling or friend, a referral to a Tier 2 service is appropriate. Tier 2 workers will provide the young person with accurate information about the substances in question and will provide ongoing support, where appropriate to the young person around the issue.

The young person is using substances and is affected by someone else's use.

If a young person is using them self and is also affected by other people's use, referral to the appropriate agency will be determined by the substances being used, the methods and frequency of use. (Step 4)

STEP 4 - What substance is the young person using?

If the young person is injecting any substance an automatic referral to Tier 3 services is appropriate. Tier 3 workers are able to provide the young person with safety information regarding intravenous substance use, clean injecting equipment and harm reduction information as part of an ongoing support package.

STEP 4 – Table.

Use this table to identify the appropriate referral pathway according to the substance/s being used and the frequency of use. If a young person presents complex issues around substance use e.g. the combined use of cannabis daily and heroin weekly, contact a Tier 2 or 3 worker to discuss the referral in more detail.

Definition of the Tiered Approach.

Tier 1: Universal – generic and primary services.

Tier 2: Youth orientated services offered by practitioners with drug and alcohol and youth specialist knowledge.

Tier 3: Services provided by specialist workers.

Tier 4: Residential and Inpatient Services (for example: residential detoxification).

Hidden Harm: Services for young people affected by parental/carer substance use/misuse



Cyfle Barnardo's Cymru



REFERRAL FORM

Please tick which of the following Projects you wish to refer into:

Universal Prevention Service (Tier 1)

Working with schools and any other groups, organisations, clubs, societies and locations where young people may meet up.

To disseminate and implement evidence based substance misuse education and prevention programmes. Providing training and support to teachers and community based youth workers.

Prevention, Early Intervention & Structured Treatment Service

Early intervention focused on ensuring that children and young people are kept safe. Working to increase children and young people's awareness of the harm associated with substance use, reduce drug and alcohol related offending, anti-social behaviour, and reduce the number of children and young people admitted to accident and emergency due to substance use.

Specialist substance misuse treatment for children and young people enabling them to reduce their drug/alcohol use or become drug/alcohol free. We also work to reduce the harm associated with the use of substances by children and young people.

Hidden Harm Service

Working to reduce the harm caused to children and young people by parental or carer substance use/misuse enabling children and young people of substance users to safely express their thoughts and feelings about their circumstances as well as increase their awareness of substances and substance use.

Families Matter 2 Project

Early intervention project working with parents/carers whose substance use/misuse impacts and impairs family functioning and where the health and development of children and young people is affected.

Referral Form

DETAILS OF REFERRER

Referred by:

Date:

Agency:

Tel no:

Job Title (or relationship to client):

Email:

Should appointments be made via yourselves as the referring Agency (please tick): Yes No

REFERRAL DETAILS

Full name of person(s) being referred (BLOCK CAPITALS):

Gender: Male Female

Date of birth:

Address:

Home Tel:

Mobile:

Postcode:

GP Name & Address (if known):

INFORMATION RELATING TO PERSON BEING REFERRED

Details of any known physical or mental health issues:

Details of drugs/alcohol being used:

Age use started:

How much, how often, how is it taken?

Please give specific details of reason for referral:

What does the person being referred feel about their substance use/misuse? (do they want to make changes):

Other household members:	DOB:	Relationship:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are there any other agencies/professionals involved with the person(s) being referred? Yes No

If yes, please provide details:

Please provide details of any issues, current or historical, which could pose a risk to staff when lone working or in group situations (e.g. domestic violence, mental health issues etc.):

OTHER RISKS REGARDING CLIENT(S) (Please tick relevant box)	NONE	LOW	MED	HIGH	NOT KNOWN
Self harm / Suicide	<input type="checkbox"/>				
Aggression or Damage to property	<input type="checkbox"/>				
Offending history	<input type="checkbox"/>				

Risk to client from other household member	<input type="checkbox"/>				
Home visits - risk to worker from client	<input type="checkbox"/>				

Are you aware of any child protection issues (past or present)? Yes No

Children on Child Protection Register: current historical
 Child in Need: current historical

Details:

Is the person being referred aware of this referral (please tick): Yes No
 Is it ok for the parents/guardian to know of this referral: Yes No

I/We consent to this referral being made to Cylfe Barnardo's Cymru and consent to any information on this form being held by Cylfe Barnardo's Cymru. I/We also give consent for Cylfe Barnardo's Cymru to contact other agencies for further information regarding this referral.

Signature of person referring: _____ Date: _____

Signature of person being referred: _____ Date: _____

Where did you hear about our service?