



Substance Misuse Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

SUBSTANCE MISUSE POLICY

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 learner 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 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)
- Guidelines for Schools and School Community Police Officers (SCPOs) Working Together - A Partnership between Welsh Government, Schools and The Police
- School Crime Beat Policy - A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2012)
- 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:

- Positive Behaviour and Management
- Administration of Medication
- Anti-bullying/Respecting others
- Health and Safety
- School Visits
- Safeguarding
- Child Protection
- Personal and Social Education (PSE)
- Equalities
- Staff Disciplinary
- Use of Reasonable Force and Physical Intervention

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 include:

- Tobacco, including 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 and emerging drugs (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 by letter from parent/carer to our school and for the sole use of their son/daughter. We have an *administration of medicines policy*. If learners 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:** to help us provide consistent messages for our young people we will not permit alcohol on school site even for school events such as PTA organised evenings or raffle prizes at a summer fair. When ever we host fund raising events we will ask for donations to not include alcohol. 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 Conwy licensing department to determine whether a licence is required.

5. Rationale

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

This policy is based on a county model Substance Misuse Policy. This was created by a working group involving representation from secondary schools across the county. The aim of the policy was to create a standard approach to dealing with substance use and misuse across all schools.

The following key partners were consulted in the process of developing the model policy:

- Social Inclusion/ALN Service
- Young Persons Substance Misuse Service (YPSMS)
- School Community Police Officers (SCPO)
- Healthy Schools Scheme
- Education Social Work Service
- School Nursing Service
- Public Health Wales

- Human Resources
- Staff Each member of staff has a copy of the policy and has been made aware of the flowchart
- Learners- school council has discussed and agreed a learners' version of the policy which will be put in the learner's planner.
- Parents - information is shared with parents via the school website
- Governors - feedback and approval was obtained at a meeting on 24.3.15

7. Key responsibilities

Implementation of policy and management of incidents or disciplinary procedures	EWD
Named link to the YPSMS (for referrals etc)	RB
Substance misuse education (PSE Coordinator)	LLJ
Safeguarding / Child Protection Coordinator	RB

To comply with this policy, the Head teacher and the lead member of staff for substances will be responsible for:

- Oversee formulation and review of the policy and ensure that it is understood by the governors, staff, parents/carers and pupils
- Maintain vigilance over the school premises and grounds through the duty teams operating to the best of their abilities
- Addressing the professional development needs of staff delivering the programme
- Establish systems to oversee and co-ordinate substance misuse incidents
- Keep a record of all substance misuse incidents
- Follow any advice from the SCPO and liaise closely with them to ensure that we work to their policies for dealing with illegal substance misuse incidents which might arise

Lead member of staff for substances will be the direct school link for the YPSMS:

- Coordinating referrals to the YPSMS.
- Meeting with the link member of staff from the YPSMS on a regular basis.

The lead member of staff for substances and the PSE Coordinator will be responsible for:

- Formulating the programme of study and liaising with colleagues to ensure provision across the school
- Liaising with outside agencies and coordinating their involvement with the substance misuse education programme
- Monitoring and evaluating the programme of study and the resources used
- Liaising with appropriate colleagues eg the school council coordinator to ensure consultation with learners about what they need or would like to learn
- Liaising with the science leaders to ensure that all statutory requirements are met

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 (including e cigarettes) 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

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 learners to and from school events will be reminded of the schools' policy and asked to comply
- In all school vehicles a no smoking sign complying with the Smoke-Free Premises etc Regulations (Wales) 2007 is displayed in a prominent position in each compartment of the vehicle, which is wholly or partly covered by a roof, including a driver's compartment

9. When does this policy apply?

The procedures and practices of this policy apply:

- On school premises at ALL times
- Extracurricular activities on and off school site
- Meetings or events which are attended by school employees or learners as part of their work and/or parents/carers and visitors to such meeting/events. For example sports day, school fairs, parents' evenings etc.
- School educational visits including away sports fixtures, off site provision and work experience
- Residential trips -Residential Trip the school recognises the important educational benefits that residential trips can bring to the learner and that staff have to volunteer their own time to ensure that this can happen. For the duration of the residential trip it is expected that all staff act responsibly with regard to alcohol consumption and do not compromise the safety or integrity of the experience or the learners in their charge. All staff should be fully able to discharge their duties and responsibilities for the duration of the trip.
- 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 (see Exclusions from Schools and Pupil Referral Units 081/2012, Welsh Government, 2012).

10. Who does the policy apply to?

The policy applies to all school staff - permanent, temporary, full or part time and supply; peripatetic teachers; support staff; canteen staff; caretakers and cleaners; administration staff; students on placement; contractors; parents/carers; visitors; outside agencies; committee members such as governors, PTA, members of the public; volunteers; and all learners using the school premises or vehicles.

11. Promotion of the policy

- Aspects of this policy will be included in:
 - School website
 - Staff handbook and a central copy in the staff room.
 - Governor website
 - Learner diaries

- A learner friendly version of the policy has been approved by our school council and there is a copy in the learner's planner.
- Information about the policy will be referred to during substance misuse lessons
- Outside agencies supporting substance misuse education will be asked to work to this policy
- 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 learners to make responsible, well-informed decisions about substances used and/or misused in society. We recognise that we live in a diverse society and learners will come from a variety of family backgrounds. Our programme will be non-judgemental without stereotyping and stigmatising. The personal beliefs and attitudes of staff or external agencies should not influence our education programmes. 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. **Please see table 1 below.**

Table 1: Outline of Delivery of Substance Misuse Education
(Please refer to PSE and Science plans for full detail)

Year	Curriculum	Number of lessons	What is delivered	Resources	Outside agency	What is delivered	Other
7	IECHYD:	2	RISGIAU YSMYGU	CLIPIAU RHYNGRWYD DVD's, CATCHBALL, DEUNYDDIAU GWNEUD POSTERI, GEMAU CARDIAU. LLYFRYNNAU DVD's GEMAU			
		2	RISGIAU ALCOHOL	DVD CAMDDEFNYDDIO SYLWEDDAU	SHCY	CANLYNIADAU TRAIS (SY'N CYNNWYS ALCOHOL)	
		1	RISGIAU CYFFURIAU	DEUNYDDIAU 'DON'T TOUCH TELL' GAN PC JOHN			
8	IECHYD	2	RISGIAU CYFFURIAU	CROESEIRIAU BOCS CYFFURIAU 'YOU TUBE' - (CHANGING FACES OF DRUG USE)	SHCY		
9	IECHYD		ADDYSG RHYW & FFITRWYDD PERYGLON CYFFURIAU AC ALCOHOL		BARNADOS		
10	IECHYD	1	RISGIAU CYFFURIAU (LEGAL HIGHS)	CLIPIAU RHYNGRWYD DVD's (CROSSING THE LINE) GWYBODAETH AM GYFFURIAU NEWYDD CLYBIAU DEUNYDDIAU POSTER BOCS CYFFURIAU	SHCY BARNADOS		
11	IECHYD	1	RISGIAU ALCOHOL (BINGE)	CLIPIAU RHYNGRWYD DVD's GWYBODAETH AM 'BINGE DRINKING'	SHCY		
12 & 13	IECHYD		RISGIAU ALCOHOL	DVD PECYN GWYBODAETH	SHCY		
	IECHYD		RISGIAU CYFFURIAU	BOCS CYFFURIAU	SHCY		

Other Activities

Examples:

12.1 Resources and the involvement of external agencies/initiatives

Occasionally we will work with appropriate initiatives 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 courses
- Staff will sit in on sessions delivered by external agencies
- Good practice will be shared through county PSE Network Meetings and discussions in staff meetings

12.3 Parental education

- We will inform parents/carers when outside agencies are involved in delivering sessions.
- We will host education events for parents/carers as and when required (for example due to occurrence of incidents or review of policy)

13. Management of substance misuse related incidents

13.1 Types of incidents

Incidents can happen unexpectedly therefore we have a detailed flowchart on display to provide guidance to support staff to take appropriate action. Substance misuse incidents may relate to learners, staff members, parents/carers or other adults. The type of incidents could include: discovery of drugs or drug paraphernalia on the premises/grounds; suspicion, rumour or allegation about an individual's activities; disclosure about substance misuse on the premises/school activity; use or signs and symptoms of substance misuse; selling or dealing substances 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 learners and the whole school community will be the immediate priority. If anyone appears ill or unsafe as a result of substance misuse first aid procedures will be followed. If there is a suspicion that a learner has suffered, or is at risk of suffering significant harm, safeguarding procedures will be followed. Where criminal activity is disclosed or suspected we will report the matter to the School 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 learners and the whole school community is the immediate priority.

Where it is necessary to involve the police we will involve the SCPO and not the emergency police for 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 the *School Crime Beat Policy - A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2012).*

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

Staff that become aware of difficulties and/or incidents involving learners and substances will inform the head teacher or lead person for substance misuse. The response will depend on the type and degree of risk, with some situations requiring immediate action and others requiring

time for assessment of information, seeking advice and the involvement of other agencies. In all cases the safety and security of learners is a priority. Parents/carers will be informed unless there are safeguarding concerns. Examples of incidents and how to manage them are outlined in the flowchart in appendix 1.

13.3.1 Procedure for dealing with a pupil after an incident

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a learner to behave inappropriately will not be seen as a mitigating factor - the behaviour will be dealt with using our *Behaviour Policy*.

It is not our role to provide medical care to those under the influence of drink or drugs. If a learner is at risk because of impaired mental state, parents/carers will be contacted and 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 learner 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 learner and prevent further incidents. We have an agreed set of sanctions and levels of support for learners involved in substance misuse incidents and will work closely with parents/carers, colleagues in the school and partner agencies such as the Young Persons Substance Misuse Service 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 learners in our care. The safeguarding of our learners is of greater urgency than staff disciplinary procedures. Substance misuse (including drugs, tobacco and alcohol) related incidents involving staff are subject to *the Conwy corporate policy for staff related incidents involving drugs, alcohol and tobacco*. Staff will be made aware of these policies.

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 on school site they will be asked to put out the cigarette or leave the site.

Where it is suspected that parents/carers arriving at school to collect learners are intoxicated or appear to be under the influence of a substance, the learner will not be released to their care (especially if they are driving). 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, using gloves and tweezers
3. Environmental Services will be contacted to empty the box
4. We will inform the SCPO
5. Incident report form will be completed
6. Safety education with learners 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 station will be contacted as soon as possible. Explain the situation and ask for an incident number - this will be done expeditiously.
4. We will ensure that the seizure is witnessed in corroboration with another member of staff.
 - Alcohol - can be poured away and container discarded (inform parent/carer who may want to collect item).
 - Tobacco - can be destroyed and discarded (inform parent/carer who may want to collect item).
 - E-cigarettes - can be destroyed and discarded (inform parent/carer who may want to collect item).
 - 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. Incident report form will be completed, explaining how the substance was disposed of, and will include witness signatures, including 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 learner is threatened
- To assist police in preventing the use of land surrounding the school for drug trading
- When adult substance misuse (including alcohol) impairs upon the safety of a learner
- If incidents occur in the local community we will undertake additional work with appropriate outside agencies to reinforce key messages through PSE and school assemblies

13.9 Searching

- School staff may not carry out personal searches of learners or adults, their clothing or their personal property without consent even if they suspect that the person is in possession of a forbidden substance or article
- Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused

- School staff may ask someone to turn out pockets, empty bags, etc. If efforts to persuade someone suspected of substance misuse to comply with this request fail, then the school can do either, or both, of the following: in the case of a learner, contact parent/carers and request that they come into school and search the learner and his/her property; OR proceed on formal lines and contact the SCPO
- Staff may not detain a learner or adult without their consent for the purpose of a search
- 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 learner 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 learners to further establish the facts and obtain corroboration. Parents/carers will be allowed access to their child with a member of staff present at all times. The SCPO can be involved in partnership or police investigations when suspected illegal substances are involved. If police involvement is necessary 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 learner's safety or welfare (or that of another learner) is under threat. **A duty is placed upon those professionals involved to exchange information in order to safeguard a "child" adhering to the All Wales Child Protection Procedures 2008.** Teachers and professionals cannot offer unconditional confidentiality to learners in substance misuse education or incidents and this should always be made clear at the outset.

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

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

However, we will make every effort to inform the learner first, explain why this needs to happen and secure the learner's 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 learner 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 learners from sharing personal information in a class setting and ensure everyone feels respected and safe
- Teachers will encourage learners 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 learner 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 learner 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 3 years or more often if necessary.
- 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 learners 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 - Young Person Substance Misuse Service Referral Form and Screening Tool

Appendix 1

Substance Misuse Incident

Flow Charts and Sanctions

Appendix 2

Substance Misuse Incident

Recording Form

YSGOL DYFFRYN CONWY
Record of Substance Misuse Related Incidents (including smoking)
ATTACH to SIMS where possible and on the pupil record

People Involved

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

Type of Incident

Smoking on school premises	<input checked="" type="checkbox"/>
Drug, drug paraphernalia or drug litter found on or near school premises	<input type="checkbox"/>
Pupils or parents/carers in possession of substances on school premises, trip or transport	<input type="checkbox"/>
Pupils or parents/carers misusing substances on school premises, trip or transport	<input type="checkbox"/>
Pupils or parents/carers selling or supplying substances on school premises, trip or transport	<input type="checkbox"/>
Pupil discloses that they are misusing substances in and out of school activities	<input type="checkbox"/>
Suspicion of substance misuse in and out of school activities	<input type="checkbox"/>
Symptoms of substance misuse	<input type="checkbox"/>
Allegation of substance misuse in and out of school activities	<input type="checkbox"/>
Parent/carer intoxicated when collecting pupil	<input type="checkbox"/>
Parent/carer expressing concerns about pupil	<input type="checkbox"/>
Pupil discloses that their parent/carer are misusing substances	<input type="checkbox"/>

Description of Incident

Date	Time	Location	Substance(s) involved	
Description of incident including description of any symptoms, what was seen or said and actions taken....				
First aid treatment given <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	What treatment was given		
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Time		
Were any searches made? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Description	Witness names	
Substances seized <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Where stored	Witness names/Signatures	
Substance disposal <input type="checkbox"/> NA <input type="checkbox"/> Toilet / sink <input type="checkbox"/> Collected by parent/carer <input type="checkbox"/> Collected by police	By whom	Date / time	Witness names/Signatures Police Signature	
Have parent/carers been informed <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Name of parent/carer	Date / time	
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> Head Teacher <input type="checkbox"/> Form Tutor	<input type="checkbox"/> School Substances Lead <input type="checkbox"/> Young Person Substance Misuse Service <input type="checkbox"/> Other _____		
Pupil removed from school <input type="checkbox"/> Yes <input type="checkbox"/> No	Collected by		Time	

Form completed by

Name	Signature	Date
------	-----------	------

YSGOL DYFFRYN CONWY

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 Incidents Only

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

Re-integration Meeting (N/A for smoking)

Re-integration meeting letter sent? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Date Sent	
Who was present (please provide name and who they are)			
Date of Meeting	Time of Meeting	Location	
Key discussion points from the meeting and agreed actions / support			
Actions (✓)	Who	Details	
Leaflets and verbal information on substances given			
Information about support service given			
Pastoral Support Plan			
Onward referral to other service (✓)			
Young Person Substance Misuse Service			
PAD Referral			
Social Services			
Other _____			
Was a support session with a member of staff organised on return day to school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and time planned	With whom?	Did this take place? <input type="checkbox"/> Yes <input type="checkbox"/> No If pupil refused, they must sign here _____
Was a follow up meeting planned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and time planned	With whom?	Did this take place?

Pupil and Parent/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

Referral form to YPSMS

Screening Tool

Conwy & Denbighshire



Children and Young Persons Substance Misuse Service (CYPSMS)
Gwasanaeth Camddefnyddio Sylweddau i Blant a Phobl Ifanc
Cyfle Barnardo's Cymru, Pantou House, Denbigh, LL16 3TL.
Tel/Ffon: 01745 817216
Email/Ebost: cyfle@barnardos.org.uk



Cyfle Barnardo's Cymru Services

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 Mattern 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:Signed.....

Agency:Job Title(or relationship to client.).....

Tel no.E.mail.....

Date referred:

Should appointments be made via yourselves as the referring Agency Yes / No (please circle)

REFERRAL DETAILS

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

Date of birth: Gender (please circle): Male / Female

Address:

.....

Postcode: Tel No/Mobile

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 at start of use

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

Are there any other agencies/professionals involved with the person(s) being referred? If yes, please provide details:

.....

Are you aware 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggression or Damage to property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offending history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk to client from other household member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home visits -risk to worker from client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you aware of any child protection issues (past or present)? Please provide details.

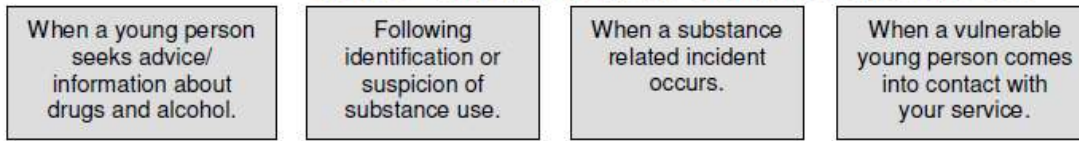
Children on Child Protection Register: current historical
 Child in Need: current historical

Details.....

Is the person being referred aware of this referral (please circle) 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 Cyfle Barnardo's Cymru and consent to any information on this form being held by Cyfle Barnardo's Cymru. I/We also give consent for Cyfle Barnardo's Cymru to contact other agencies for further information regarding this referral. Signature of person referred.....Date..... Signature of person referred Date

Official use: Date Referral Allocated:	Worker:	Date Entered onto :
--	---------	---------------------

Step 1 – When you should screen for substance use

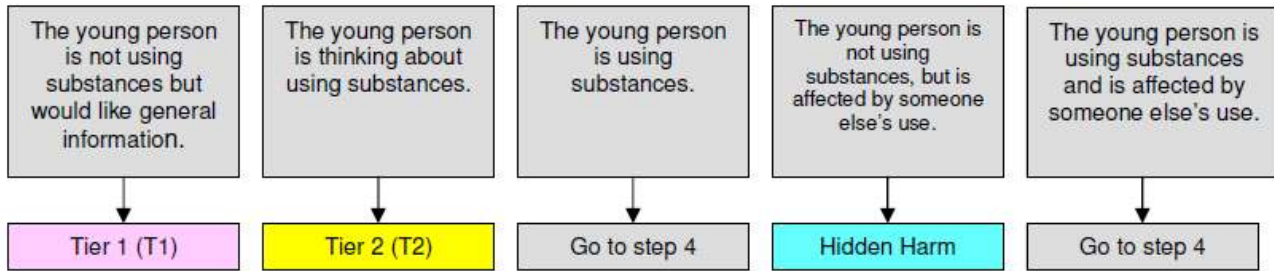


- For example:
- Homeless
 - Looked After
 - Young Carers
 - Young Offenders
 - Not Attending School

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?

Are the substances, which the young person uses, injected?	No					
	Yes	Refer to Tier 3				
		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)			

<p>TIER 1 Education/Information</p> <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 Community Worker, or School Nurse. <p>Contact details: Giselle Moran or Sarah Barnett 01745 817216</p>	<p>TIER 2 Targeted prevention and support for young people</p> <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.. <p>Contact details: Giselle Moran 01745 817216</p>	<p>TIER 3/4 Service for problem substance use and access to specialised treatment services</p> <ul style="list-style-type: none"> • Refer to Barnardo's CYPSMS using standard referral form. <p>Contact details: Giselle Moran 01745 817216</p>	<p>Hidden Harm Service for children/young people who are affected by parental/carer substance misuse</p> <ul style="list-style-type: none"> • Refer to Barnardo's CYPSMS Hidden Harm using standard referral form <p>Contact details: Noelle Kirk or Shae Thornhill 01745 817216</p>
--	--	--	---

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 Hidden Harm service is appropriate. Hidden Harm 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

