

Cynllun Ysgolion Iach Gwynedd



Polisi Atal Camddefnyddio Sylweddau ***Preventing Substance Misuse Policy***

Ysgol Tryfan



Llofnodwyd ar ran Cadeirydd y Llywodraethwyr:
Signed on behalf of the Chair of Governors:

Dyddiad Cymeradwyo: Ebrill 2025
Date of Approval:

Dyddiad Adolygu: Ebrill 2028
Review Date:



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 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:

- Substance Misuse Education Guidance (2013)
- Personal and Social Education Framework (2008)
- The Framework for Children's Learning for 3 to 7 Year Olds in Wales (2008)
- The Smokefree Premises etc (Wales) Regulations (2007)
- 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:

- School Behaviour
- Administration of Medicine
- Anti-bullying
- Health and Safety
- Risk Assessment
- School Visits
- Safeguarding Children
- Personal and Social Education (PSE)
- Equalities
- Staff Disciplinary
- Use of Reasonable Force and Physical Intervention
- Gwynedd County Council Smoking Policy
- Gwynedd Council Alcohol and Drugs Policy (staff)

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. This includes:

- Tobacco, including electric cigarettes
- Alcohol
- Energy drinks
- 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 emerging drugs (also known as legal highs)
- Steroids

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 pupil. We have an administration of medicines 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:** to help us provide consistent messages for our pupils we will not permit alcohol on school site other than for occasional school events such as that may involve alcohol e.g. raffle prizes, a PTA event or an organised cheese and wine evening. In ALL cases the school will contact the Gwynedd Council, Licensing Department to enquire if a licence is required.

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 our county Healthy Schools Scheme and recognise the value of taking a whole school approach to this issue which includes curriculum, school environment, ethos, leadership and community links.

6. Key responsibilities

To comply with this policy, the Head teacher and lead person for substance misuse will:

- 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
- Establish systems to oversee and co-ordinate substance misuse incidents
- Keep a record of all substance misuse incidents
- Follow any advice from School Community Police Officer and liaise closely with them to ensure that we work to their policies for dealing with illegal substance misuse incidents which might arise

The lead person for substance misuse will be responsible for:



- Formulating the programme of study and liaising with colleagues to ensure provision across the school
- Addressing the professional development needs of staff delivering the programme
- 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
- Consultation with pupils about what they need or would like to learn
- Liaising with the science leaders to ensure that all statutory requirements are met

7. Where does the policy apply?

Substance misuse (including tobacco and alcohol) will NOT be permitted in any part of the school's premises. This includes the kitchens, reception, staff room, school grounds (e.g. car park, gardens, fields, driveways etc) where this forms part of the school premises, school transport or school trips.

7.1 Smoking on school premises and grounds

- Smoking including Esigarettes 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 Gwynedd 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 (some schools have decided on a boundary of 200 metres surrounding the school.
- We will use other signs around the school (e.g. school gates, grounds) to remind people that our school is smokefree

7.2 Smoking and vehicles

- Smoking including Ecigarettes are 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
- 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.

8. When does this policy apply?

The procedures and practices of this policy apply:

- On school premises at ALL times
- Extra-curricular 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 (see Exclusions from Schools and Pupil Referral Units 081/2012, Welsh Government, 2012).

9. **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 pupils using the school premises or vehicles.

10. **Promotion of the policy**

Aspects of this policy will be included in:

- School prospectus
- School website
- Staff handbook and diaries
- Governor handbook
- Pupil diaries
- A pupil friendly version of the policy has been approved by our school council and this is displayed around the school
- 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

11. **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 attached curriculum map. More detailed plans are available within the KS 3, 4 and post 16, Science and PSE curriculum plans. [See Appendix 1](#)

11.1 **Resources and the involvement of external agencies/initiatives**

Occasionally we will work with appropriate initiatives/agencies to contribute to particular aspects of the education programme. They will be asked to work within the parameters of this policy and complement our curriculum delivery. **When external agencies present to pupils a member of staff will be present in throughout the presentation/lesson.**

11.2 **Continuing professional development**

- Staff will be given the opportunity to attend appropriate courses
- Staff will be present in every sessions delivered by external agencies
- Good practice will be shared through classroom observations, Professional Learning Communities and discussions in staff meetings

11.3 **Parental education**

We will host education events for parents/carers as and when required (for example due to occurrence of incidents or review of policy)



12. Management of substance misuse related incidents

12.1 Types of incidents

Incidents can happen unexpectedly so 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. 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 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 XX. For more detailed guidance please refer to [Appendix 2](#) Incident flowchart

12.2 Procedures for managing an incident involving pupils

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 the Managing Substance Misuse Incident Flowchart.

12.2.1 Procedure for dealing with a pupil after an incident

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a pupil 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 pupil is at risk because of impaired mental state, parents/carers will be contacted and required to take responsibility of their child. Failing that, any emergency contact will be asked.

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 may be used (see Use of Reasonable Force and Physical Intervention policy).

Our main aim is to protect the safety and welfare of the pupil and to prevent further incidents. We have an agreed set of sanctions and levels of support for pupils taking part in substance misuse events and will work closely with parents/carers, school colleagues and partner agencies such as the police to provide appropriate support. Please see the Substance Misuse management flowchart.

12.3 Procedure for dealing with adults (not staff)

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 School Community Police Officer will be informed. If an adult smokes or uses Ecigarettes 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 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.

12.4 Procedure for dealing with Staff

The School will not tolerate inappropriate use of alcohol and other substances, or possession or supply of illegal drugs. Clear guidance on matters relating to substance misuse by school staff can be found within the School Policy on Alcohol and Drugs. Action should be taken in accordance with that policy if a member of staff is suspected of misusing substances.

12.5 Police Involvement

For ALL substance misuse incidents the school will involve the SCPO.

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).

12.6 Procedure for discovery of drugs or drug paraphernalia on school grounds

Where a suspected substance is found or recovered within the confines of a school, we will follow the Police School Crime Beat Policy:

- The head teacher will be informed
- If someone is in possible danger or is likely to be at risk of harm - ring 999
- Confiscate the substance and place in a bag.
- 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.
- We will ensure that the seizure is witnessed in corroboration with another member of staff:
 - Alcohol and Energy drinks – 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.



- 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. XX
- Staff will not attempt to analyse or taste any unidentified substance under any circumstances.

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

- The head teacher will be informed
- The paraphernalia will be placed in a sharps box, using gloves and tweezers
- Environmental Services will be contacted to empty the box
- Inform the School Community Police Officer
- Incident report form will be completed
- Arrange substance misuse and safety education for pupils

12.7 Substance misuse incidents that occur out of school hours / in the local community

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

- On school trips and visits, when the same rules and procedures will be applied 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

12.8 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 School Community Police Officer
- 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.

12.8.1 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.

12.8.2 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 School Community Police Officer (or alternatively plain clothed or family protection officers will be requested). Only as a last resort, or if there is a need to conduct the search swiftly, will uniformed officers attend the school.

On attending, officers will be briefed as to the nature of the allegation and the confidence in the source of information. They will be escorted to the room in which the search is to take place, if the pupil is already detained.

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

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

12.10 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.

12.10 Recording of incidents

Records will be maintained for **ALL** substance misuse and related incidents XX

13. 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.**

Substance Misuse Education:

- If a teacher hears or sees something in lessons that suggests that a pupil is at risk of serious harm or causing serious harm to others they will tell the head teacher/safeguarding co-ordinator
- Clear boundaries can be set by using rules agreed in class, ensuring that pupils feel both safe and respected. Pupils are encouraged not to share personal information in class.
- Teachers will encourage pupils to place their questions in a question box which will give staff 'thinking time' before answering
- If questions are of a personal nature or if specific questions are asked about e.g. illegal drugs pupils are encouraged to speak with their parents/carers and/or appropriate support agents
- If a teacher hears or sees something during lessons that suggests a pupil has knowledge of illegal activities they will contact the headteacher.

14. Complaints procedure

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

15. Monitoring and evaluation

- This policy will be reviewed every 3 years or more often if appropriate. This is in line with our school improvement plan.
- 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 and 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 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



KS3 : The school should have a Substance Misuse Policy in place, supported by a planned education programme.							
Examples of activities	Skills	Developing Thinking	Developing Communication	Developing ICT	Developing Number	Working with others	Improving own learning
- Substance misuse policy - Peer Education - Delivery and support by outside agencies e.g. Police School Liaison programme - Community notice board - Activities within the National Curriculum - Theatre in Education - Activities with school nurse - Drop-in clinic - Awareness raising day - First Aid training		Learners should be given opportunities to:					
		◇ use some prior knowledge to explain links between cause and effect ◇ identify and assess bias and reliability e.g. evaluate messages from the media ◇ consider others' views to inform opinions and make informed decisions and choices effectively ◇ use a range of techniques for personal reflection	◇ listen attentively in different situations and respond appropriately ◇ communicate confidently personal feelings and views through a range of appropriate methods ◇ express opinions clearly and justify a personal standpoint ◇ take part in debates and vote on issues	◇ find and develop information and ideas ◇ create and present information and ideas	◇ access and select data from relevant information presented in a variety of ways and from different sources to support understanding of PSE-related issues	◇ be assertive and resist unwanted peer pressure ◇ empathise with others' experiences, feelings and actions ◇ develop and use a range of strategies to manage anger and resolve conflict ◇ access an appropriate range of sources for help, support and advice	◇ apply learning to similar situations within and outside school ◇ develop practical skills necessary for everyday life e.g. basic first procedures



	Range	Active Citizenship	Health and emotional wellbeing	Moral and spiritual development	Preparing for lifelong learning	Sustainable development and global citizenship
		Learners should be given opportunities to:				
		develop respect for themselves and others	- display a responsible attitude towards keeping the mind and body safe and healthy - develop positive attitudes towards themselves and others	- develop an insight into their values - show sensitivity to the values of others	take personal responsibility for actions and decisions related to learning	appreciate that people's actions and perspectives are influenced by their values
		And to understand:				
		- their responsibilities as young citizens in Wales - the key aspects of the criminal justice system and how they relate to young people	- the effects of risks from the use of a range of legal and illegal substances and the laws governing their use - how to use alcohol responsibly and the risks of binge drinking - the features of safe and potentially abusive relationships - the range of emotions they experience and how to develop strategies for coping with negative feelings	what they believe to be right and wrong actions and the normal dilemmas involved in life situations		how conflict can arise from different views about global issues and be aware of the role of pressure groups



			◇ the benefits of accessing different sources of information, support and advice			
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KS4 The school should have a Substance Misuse Policy in place, supported by a planned education programme.							
Examples of activities	Skills	Developing Thinking	Developing Communication	Developing ICT	Developing Number	Working with others	Improving own learning
• Substance misuse policy • Peer Education • Delivery and support by outside agencies e.g. Police School Liaison programme • School newsletter • Community notice board • Drug prevention policy • Activities within the National Curriculum • Theatre in Education • Activities with school nurse • Drop-in clinic • Awareness raising day • First Aid training		Learners should be given opportunities to:					
		◇ use prior knowledge to explain links between cause and effect, and make predictions ◇ analyse information and ideas in order to assess bias, reliability and validity ◇ take different perspectives into account when making informed decisions and choices effectively ◇ use a range of techniques for personal reflection	◇ listen perceptively in a range of situations, and respond appropriately ◇ communicate personal feelings and views effectively in a wide range of situations ◇ appreciate, reflect on and critically evaluate other points of view	◇ find and develop information and ideas ◇ create and present information and ideas	◇ access numerical data from written and graphical sources ◇ select from and interpret a variety of methods of presenting data, including pie charts, scatter graphs and line graphs, to support understanding of PSE-related issues	◇ make and maintain friendships and negotiate behaviour effectively in relationships ◇ be assertive and resist unwanted peer and other influences ◇ manage anger, frustration and aggressive feelings effectively ◇ adapt to changing situations ◇ evaluate and access a range of local and national sources of information, support and advise confidently	◇ apply learning to unfamiliar or more abstract situations ◇ develop the practical skills necessary for everyday life, e.g. administer basic first aid



	Range	Active Citizenship	Health and emotional wellbeing	Moral and spiritual development	Preparing for lifelong learning	Sustainable development and global citizenship
		Learners should be given opportunities to:				
		◇ develop respect for themselves and others	◇ accept personal responsibility for keeping the mind and body safe and healthy ◇ develop a reasonable attitude towards personal relationships	◇ consider questions and issues involving the meaning and purpose of life	◇ be ambitious, adaptable and embrace learning opportunities ◇ be well-organised and take responsibility for their actions and decisions related to learning	◇ take personal responsibility for changing their own lifestyle as a response to local and global issues
		And to understand:				
		◇ the importance of access to unbiased information, including the internet, and be prepared to challenge views propagated by the media ◇ how to challenge assertively expressions of prejudice, racism and stereotyping	◇ the short and longer term consequences when making decisions about personal health ◇ the personal, social and legal consequences of the use of legal and illegal substances ◇ the statutory and voluntary organisations which support health and emotional well-being ◇ how to access professional health advice and personal support with confidence	◇ how beliefs and values affect personal identity and lifestyle ◇ the factors involved in making moral judgements ◇ the range of values and principles by which people live		



Appendix 2 MANAGING SUBSTANCE MISUSE INCIDENTS SUMMARY

Nominated persons responsible for substance misuse incidents

Safety, Safeguarding and Crime

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

Disposal of a confiscated substance

1. Ensure that the seizure is witnessed in corroboration with another member of staff.
2. Place substance in a bag.
3. Do not attempt to analyse or taste any unidentified substance under any circumstances.
 - Alcohol and Energy drinks – can be poured away and container discarded.
 - Tobacco – can be destroyed and discarded.
 - E-cigarettes – can be destroyed and discarded.
4. 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 School Community Police Officer for disposal and advice re - future action. If the School Community Police Officer is not available – then contact the local police station. Explain the situation and ask for an incident number
5. Complete incident form, explaining how the substance was disposed of, and include witness signatures
6. Reinforce appropriate educational messages with pupils if needed.

Useful Contact Numbers

Education Welfare Officer

Insert name
Insert number

School Nurse

Insert name
Insert number

Dan 24/7

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

School Community Police Officer (SCPO)

Insert name
Insert number

Trading Standards

For reporting intelligence about counterfeit alcohol and tobacco products

Arfon -01766 771000, Dwyfor - 01758 613131

Meirionnydd - 01341 422 341

safmas@gwynedd.gov.uk

Stop Smoking Wales

Smoking cessation services 0800 085 2219

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 School Community Police Officer.
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. Do not report incidents and/or issues concerning Substance Misuse to the local press and media.
2. The Head teacher, in consultation with the county Press Office and Governors will deal personally with all media matters.

Police

1. For ALL substance misuse incidents we will involve the School Community Police Officer and not the emergency police.
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.



Substance misuse incidents involving pupils

Refer to Searching Procedure,

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

(Please refer to additional notes for volatile substances below)

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 to a private room, supervise with two staff.
4. If in possession of a substance, isolate it from pupil if safe to do so. Follow the 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 the incident should be managed 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 School Community Police Officer OR Police if unavailable.
8. Investigations and interviews.
9. Disposal of confiscated substance or hand to police for further investigations (follow disposal of a confiscated substance procedure)
10. Education with other pupils if needed
11. Complete incident report form
12. Apply sanctions to pupil
13. Complete incident report form
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. Instant referral to YPSMS Hidden Harm or Families Matter Service.



Safety Information – Solvents

Solvent use must be seen as a priority and a referral needs to be put in on the same day as the incident to Substance Misuse Team with the heading 'Urgent Solvent use'.

Solvent Use

1. Contact designated first aider to stay with the child as they may need attention.
2. If under the influence, remove child from mainstream situation and take to a quiet place (not inclusion unit/quiet room as this is not a punishment).
3. Give the young person 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 young person 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 young person 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 young person is not under the influence but has disclosed usage; see if the young person will accompany you to a more confidential place and discuss with that young person frequency and level of use.
2. Calmly explore their reasons for use and suggest meeting with one of the workers from Substance Misuse Team – explain to the young person 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 young person refuses to meet Substance Misuse Team, ask if it would be ok to talk to Substance Misuse Team and get advice on the ways that they (the school) could support that young person without them meeting Substance Misuse Team 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. If an unsubstantiated allegation or suspicion of substance misuse, possession or supply has been made, gain as much information as possible working with county HR and governors.
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 School Community Police Officer.
3. Contact Trading Standards if counterfeit alcohol or tobacco is thought to be involved - **Arfon** -01766 771000, **Dwyfor** - 01758 613131 **Meirionnydd** - 01341 422 341
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 School Community Police Officer if illegal drugs or criminal behaviour are suspected or 999 parent/carer is aggressive.
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 to empty the box.
4. Inform the School Community Police Officer if needed.
5. Complete incident report form.
6. Reinforce appropriate educational messages with pupils if needed.

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 School Community Police Officer for disposal and advice re - future action. If the School Community Police Officer is not available – then contact the local police station. Explain the situation and ask for an incident number
5. Complete incident form, explaining how the substance was disposed of, and include witness signatures
6. Reinforce appropriate educational messages with pupils if needed.

