



CONNAH'S QUAY HIGH SCHOOL

Creu Llwyddiant | Creating Success

Substance Misuse Policy

This Policy has been written in accordance with the most recent Government guidance. This Policy will be rewritten as necessary to reflect the changing emphasis of the school and the changes in Government legislation and reviewed biannually.

Policy Title	Substance Misuse Policy
Date of Publication	March 2023
Approved by & Date	March 2023
SLT Lead	DMI

1. Aims and Objectives

Connah's Quay High 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.

To be sensitive and respect differences whilst enabling learners 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 wellbeing of the whole school community and give appropriate messages to staff, learner and parents/carers ensuring that every incident is dealt with consistently

Provide a safe smoke free environment for everyone.

2. 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 vapes and 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, some of which can also be found in vapes
- Volatile substances such as aerosol propellants, butanes, solvents and glues
- New Psychoactive Substances (also known as legal highs, some of which can also be found in vapes)
- 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

Policy Exceptions

Although substances have no place in Connah's Quay High School, there are instances where some substances may legitimately be on the premises:

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 the named learner. We have a medical policy which includes a section on administration of medicine. 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 provide consistent messages for our young people we will not permit alcohol on school site, even for school events such as PTA organised evenings. 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 Flintshire licensing department to determine whether a licence is required (amend as required)

4. 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 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. All secondary schools in Flintshire have a named Education Substance Misuse worker.

5. Key Responsibilities

Implementation of policy and management of incidents or disciplinary procedures	Headteacher / SLT / Pastoral Co-ordinator / Assistant Pastoral Co-ordinator
Named Contact for Flintshire Sorted (for referrals, education and targeted support)	Jasmine Formstone

Substance Misuse Education	Health and Wellbeing Co-ordinator
Designated Safeguarding Lead/Child Protection Coordinator	D Millington

To comply with this policy, the Headteacher will be responsible for:

- Overseeing formulation and review of the policy and ensuring that it is understood by the governors, staff, parents/carers and learners
- Maintaining vigilance over the school premises and grounds through the duty teams operating to the best of their abilities
- Establishing systems to oversee and co-ordinate substance misuse incidents
- Keeping a record of all substance misuse incidents
- Following any advice from the PCSO and liaise closely with them to ensure that we work to their policies for dealing with illegal substance misuse incidents which might arise

The Assistant Headteacher with Pastoral responsibility will act as the direct link to the Flintshire Sorted Worker supporting Connah's Quay High School:

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

The Health and Wellbeing 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
- Consultations with learners about what they need or would like to learn
- Liaising with the science leaders to ensure that all statutory requirements are met

6. 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.

6.1 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 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 signs around the school (e.g. school gates, grounds) to remind people that our school is smoke free
- Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 (“the 2020 Regulations”) came into force on 1 March 2021. As a result of this anybody found smoking on school premises will be liable to a £100 fine
- All reasonable steps will be taken to prevent smoking in smoke-free areas. ‘No Smoking’ signs will be displayed in the school grounds in a prominent position at, or near, the main entrance and all other entrances to the school grounds to make all users of the school aware that the school grounds are smoke-free.

6.2 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 the vehicle, which is wholly or partly covered by a roof, including a driver’s compartment.

7. When does the 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
- School transport
- Journey to and from school and behaviour in the immediate vicinity of the school will be a matter of judgement for the headteacher (see Exclusions from Schools and Pupil Referral Units 081/2012, Welsh Government, 2012).

8. 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

9. Curriculum

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 included in **Table 1**. More detailed plans are available in the Health and Wellbeing and Science schemes of work.

Table 1: Outline of Delivery of Substance Misuse Education

Year	Curriculum Subject	No. of lessons	What is delivered	Resources used	Outside Agency	What is delivered
7	Science	1 Lesson	Role of the placenta and impact of substance misuse on developing foetus	PPT created by science department	N/A	Role of the placenta during pregnancy and how substance misuse from the mother can harm a developing foetus
8	HWB	2 Lessons	See HWB Schemes of Work			Potential risks and the use and misuse of legal and illegal substances
9	HWB	2 Lessons	See HWB Schemes of Work			Potential risks and the use and misuse of legal and illegal substances

10						
11						
12						
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See also Appendix 6:- Substance misuse programme of study in Science

Individual or group work is organised on an identification of need basis via a referral to Flintshire SORTED.

10. Procedures for Dealing with a Substance Misuse Related Incident

10.1 Types of incidents

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 headteacher. 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 Liaison Officer and/or Community Police Officer.

10.2 Police Involvement

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

We will involve the School Liaison Officer and/or Community Police Officer and not the emergency police for all substance misuse incidents.

If the situation is an emergency, 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 School Liaison Officer, 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).

10.3 Procedures for Managing an Incident Involving Learners

Staff that become aware of difficulties and/or incidents involving learners and substances will inform the headteacher or member of SLT or Pastoral Co-ordinators. 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.

*Please refer to **Appendix 5: Flow chart.***

10.3.1 Procedure for Dealing with a Learner 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 PCSO 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 Behaviour policy) may be used.

Our main aim is to protect the safety and welfare of the learners 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 Flintshire Sorted and the Police to provide appropriate support.

Please refer to:

Appendix 1: Sanctions for Learner Substance Misuse.

Appendix 2: Incident Reporting Template.

Appendix 4: Flintshire Sorted Referral Form/Screening Tool

10.4 Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to Flintshire County Council's Employment and Disciplinary Policy and Procedures.

10.5 Procedure for Dealing with Adults (not Staff)

Connah's Quay High School will not release a learner into the care of other adults where there is a possibility of harm to that learner. Where there is evidence that parents or carers arriving at school to collect learners are under the influence of drugs or alcohol, Social Services or Police will be contacted in line with the Child Protection Policy.

Where a parent or visitor is / or appears to be under the influence of a substance on the school premises they will be asked to leave immediately. The parent /visitors safety will be ensured, with supervision if necessary, provided this can be achieved without putting employees or others at risk of physical harm. Where illegal substances are involved, Police will be informed. We will try to arrange for another named contact to collect the learner.

Appendix 2: Incident Reporting Template.

10.6 Procedure for Discovery of Drug Paraphernalia on School Grounds

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

- The SLT/Pastoral Co-ordinators 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
- We will inform the PCSO
- Serious Incident report form will be completed
- Safety education with learners will be undertaken as required

10.7 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:

- Confiscate the substance and place in a bag
- Staff will not attempt to analyse or taste any unidentified substance under any circumstances
- For suspected legal or illegal drugs we will contact the PCSO for disposal and advice re - future action. If the PCSO 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 – 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)
- Vapes/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

10.8 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 Health and Wellbeing lessons and school assemblies.

11. Searching

- 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 PCSO
- 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.

12. 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 or letter in the event of proven substance usage. If it is suspected but not proven, the agreed police protocol will be implemented.

*Please refer to **Appendix 3: Template Letters for Parent/Carers.***

13. 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 PCSO (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 source of information in confidence. They will be escorted to the room in which the search is to take place, if the learner 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 learner to escape in order to dispose of any drugs, or attempt to pass drugs to any other learner either in the classroom or on the way to the search.

14. 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 and 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 PCSO can be involved in partnership of police investigations when suspected illegal substances are involved. If police involvement is necessary every attempt will be made to have a parent/carer present.

*Please refer to **Appendix 2: Incident Reporting Template**.*

15. Recording of Incidents

Records will be maintained for ALL substance misuse and related incidents using the appropriate templates. Records of ALL interviews must be kept.

*Please refer to **Appendix 2: Incident Reporting Template**.*

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.

16. 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 Flintshire Sorted accordingly.

17. 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 Headteacher, 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.

18. 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 Headteacher/DSP. 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 headteacher/designated senior person for child protection
- 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 learners 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 headteacher and PCSO in the first instance

19. Monitoring and Evaluation

This policy will be reviewed annually.

The Assistant Headteacher for Inclusion, the Health and Wellbeing 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 headteacher 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 headteacher will ensure that the findings from staff, parent/carer and learner evaluations contribute to our school's self-evaluation process and to the policy review process.

20. References

- Welsh Government: Working Together to Reduce Harm - The Substance Misuse Strategy for Wales 2008 – 2018

- Welsh Government: Guidance for Substance Misuse Education (2013)
- Welsh Government: Personal and Social Education Framework (2008)
- Welsh Government: Science Curriculum (2008)
- Welsh Government: 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)
- All Wales Child Protection Procedures (2008)
- Equality Act 2010
- Denbighshire Healthy Schools Substance Misuse Policy (2014)
- Flintshire Healthy Schools Primary Substance Use and Misuse Policy (2013)

21. Appendix

- **Appendix 1** – Sanctions for Pupils Substance Misuse
- **Appendix 2** – Record of Substance Related Incident template and Record of Follow up Action template
- **Appendix 3** – Template Letters to Parent / Carers
- **Appendix 4** – Sorted Referral Form and Screening Tool
- **Appendix 5** – Procedure for Managing an incident
- **Appendix 6** – Substance Misuse Programme of Study in Science

Linked Documents

- Child Protection Policy
- Safeguarding Policy
- HWB Programme
- Science Programme of Study (see appendix 6)
- Behaviour Policy