Education & Youth

Primary Substance Misuse Policy

Model Policy for all primary school provision including specialist school and pupil referral unit (PRU). This policy sets out the approach to managing substance misuse in Flintshire schools.

To be completed by Education & Youth:

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School	Ysgol Bryn Deva
Date policy approved by Governing Body	March 2026
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Chair of Governor Declaration	*Mark Sephton*
Headteacher Declaration	*Karen Burrows*

Accessible Formats This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request To request a copy of this document in an accessible format contact bdmail@hwbcymru.net or visit www.bryndeva.co.uk

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1. Overview & Introduction

1.1 Substance misuse including possession or use of illegal drugs or alcohol is strictly prohibited in any part of Ysgol Bryn Deva's premises or grounds. Any substance misuse incidents will be dealt with quickly and fairly, acknowledging the pastoral needs of individual learners and prioritising the health, well-being, and safety of the whole school community. The processes and procedures outlined in this policy aim to prevent young people from entering the Criminal Justice System and have been developed in accordance with the Wales Police Schools Programme: School Crime Beat Protocol (Feb 2023).

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

The policy has been formulated with reference to the Welsh Government's Substance Misuse Delivery Plan 2019- 2022 and Guidance for Substance Misuse Education 107/2013.

1.2 Definition

For the purpose of this policy, the following definition of substances will apply:

The United Nations Office on Drugs and Crime defines a drug as: *"A substance people take to change the way they feel, think or behave"* which covers:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971) including Psychoactive Substances previously known as legal highs
- All legal drugs including alcohol, volatile substances, alkyl nitrites (poppers) tobacco* and E-Cigarettes*
- All legal medicinal drugs (including 'over-the-counter' and prescription medicines)

Substance use - the use of any drug, legal or otherwise

Substance misuse - drug use which leads or has led to a learner experiencing social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence upon their drug(s) of choice

Problematic substance misuse - the learner has little control over their behaviour, they are frequently and regularly under the influence of a substance, and they present as a risk for themselves and/or community.

**For Tobacco and E cigarettes, please refer to the Smokefree policy.*

1.3 Legislative Context

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the well-being of all children who are students at a school, or who are students under 18 years of age.

The Children Act 1989 and 2004 places a statutory duty on a range of organisations to make arrangements to ensure that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the wellbeing of children.

The Governing body at Ysgol Bryn Deva are fully aware of the relevant legislation and guidance in relation to safeguarding children in their care and will have due regard for the following:

- **Social Services and Well-being (Wales) Act 2014**
  Dimensions of a Child's Developmental Needs: Health
- **Well-being of Future Generations (Wales) Act 2015**
  A Healthier Wales
- **Rights of Children and Young Persons (Wales) Measure 2011 which encompasses the United Nations Convention on the Rights of the Child.**
- **Human Rights Act 1998**
  Right to life
- **Equality Act 2010**
  The protected characteristics
- **Modern Slavery Act 2015**
  Section 2, Section 3
- **The Misuse of Drugs Act (1971) ***
  Restriction of possession of controlled drugs, Supplying or offering to supply a controlled drug
- **The Medicines Act (1968)**
  Offences, and provision for disqualification
- **The Psychoactive Substances Act (2016)**
  Section 2, Section 4

*Offences under the Misuse of Drugs Act (1971) can include:

- Possession of a controlled drug
- Possession with intent to supply another person
- Production, cultivation or manufacture of controlled drugs
- Supplying another person with a controlled drug
- Offering to supply another person with a controlled drug
- Import or export of controlled drugs
- Allowing premises, you occupy or manage to be used for the consumption of certain controlled drugs (smoking of cannabis or opium but not use of other controlled drugs) or supply or production of any controlled drug

- Certain controlled drugs such as amphetamines, barbiturates, methadone, minor tranquillisers and occasionally heroin can be obtained through a legitimate doctor's prescription. In such cases their possession is not illegal.

1.4 Scope

This policy applies to all persons using the school site, learners, staff and visitors. It applies whilst learners are travelling to and from school, during the school day (including break and lunch time), and during any additional times the school is legally responsible for the learner including residential and non-residential visits. The policy applies to all vehicles used on school business e.g., school transport.

1.5 Policy Exceptions

There are instances where some substances may legitimately be on the Ysgol Bryn Deva 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 their child. 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.

1.6 Development of the Policy

Following the release of the Welsh Government Guidance for Substance Misuse Education in 2013, this prompted a review of the exiting schools model policy which was developed in 2012 and scheduled for review in 2015. Work began on an initial draft policy in 2014 adapted from the model template developed by Denbighshire in 2013. As part of the review process the following were consulted:

- Primary headteachers
- Primary Reps Group
- EWO service
- Healthy Schools Scheme
- North Wales Police
- Public Health Wales

The model policy was first shared with schools in the Autumn term 2015. Consultation with primary headteachers and the LA has been ongoing since 2018/19 and was further delayed due to the pandemic. As part of the revised policy input in 2023 feedback has been sought from the following services / organisations:

- Primary headteachers
- Inclusion Service
- Youth Justice Service
- Healthy Schools Scheme

At Ysgol Bryn Deva, learners, staff, parents / carers and governors were given opportunities to contribute to the review of this substance misuse policy.

1.7 Related Policies

Ysgol Bryn Deva will monitor to ensure there is consistency and coherence in the way we effectively safeguard learners. Linked school policies include:

- Safeguarding Policy
- Smokefree Policy
- Behaviour Policy
- Managing Healthcare Needs
- Challenging Bullying Policy
- Planning and approval procedures for Educational Visits
- Disciplinary policy
- Staff Code of Conduct
- Complaints Policy
- Positive handling (restraint)

2. Aims and Objectives

2.1 The Aims of the substance misuse policy are:

- To be sensitive and respect differences whilst enabling learners to understand the risks associated with substance use and misuse.

- To clarify Ysgol Bryn Deva's approach to substance misuse.

- To provide all learners with appropriate information about the legal, health, and social implications of misusing substances, as part of a coordinated programme of delivery across the Curriculum (Health & Wellbeing AoLE).

- To provide a standardised approach to managing substance related incidents with due regard for our legal obligations and safeguarding learners.

2.2. The Objectives of the substance misuse policy are:

- To ensure that all learners, parents / carers and staff are aware of the risks associated with substance misuse and the consequences of their actions.

- To ensure the response to substance related incidents complements the overall approach to education, values, and the ethos of the school

- To ensure learners are safeguarded appropriately and offered help and support.

- To empower all learners to make responsible, well-informed decisions.

3. Rationale

Data from the School Health Research Network (SHRN) 2023/24 County Report provides valuable insight into young people's substance use. 19.5% of all Flintshire secondary students surveyed have reported that they have been offered cannabis in the last 12 months, which higher than the national average of 15.2%. 6% of all students surveyed have reported to have taken cannabis in the last 30 days which is above the national average of 4.1%. 8.3% of all students surveyed have reported having tried inhaling laughing gas or taking mephedrone or 'legal highs' which is 1% higher than the national average of 7.3%. Therefore, early intervention is crucial, to educate young learners to support them to develop the skills and make healthy and safe choices, in preparation for secondary school.

There is an increasing body of international evidence about the negative long-term impact on health and well-being outcomes that can result from exposure to childhood trauma before the age of 18. The evidence also links exposure to Adverse Childhood Experiences (ACEs) to an increased risk of adopting health-harming behaviours in adolescence, including substance misuse.

The Welsh Government's Substance Misuse Delivery Plan 2019–2022 remains the most recent national delivery plan and set out a clear ambition to ensure people in Wales are aware of the risks and impacts of substance misuse and know where to access information, help and support. While no formal successor delivery plan has been published, national priorities continue to be taken forward through treatment frameworks, ongoing investment, and regional planning arrangements.

Welsh Government continues to recognise that high-quality, age-appropriate substance misuse education plays a vital role in supporting learners to make responsible, informed decisions about substances in society.

4. Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.

Contextual safeguarding includes addressing the following safeguarding concerns: Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), County Lines, Child Trafficking, Children affected by Gang Activity, Harmful Sexual Behaviour (where this is outside of the family home) and Missing Persons.

Child Criminal Exploitation (CCE) is a form of child abuse which involves criminal exploitation and requires a safeguarding response. CCE involves children in criminal activities including the movement of drugs or money, which results in personal gain for an individual, group or organised criminal gang.

County Lines are illegal business models managed and operated by gangs which use their position and power to groom, recruit and exploit children for the purpose of criminal gain. A typical County Lines scenario is defined by the following components:

- A group (not necessarily affiliated as a gang) establishes a network between an urban hub and county location, into which drugs are supplied.
- A mobile phone line is established in the market, to which orders are placed by introduced customers.
- The group exploits young or vulnerable persons, to achieve the storage and/or supply of drugs, movement of cash proceeds and to secure the use of dwellings (commonly referred to as cuckooing).
- The group or individuals exploited by them regularly travel between the urban hub and the county market, to replenish stock and deliver cash.
- The group is inclined to use intimidation, violence and weapons, including knives, corrosives and firearms.

Please refer to the All Wales Practice Guide for CCE for further information:
https://safeguarding.wales/en/chi-i/chi-i-c6/

Different types of abuse and exploitation are interrelated with CCE, including children going missing and child trafficking. All services working with children and young people, including social workers, schools and youth services are well placed to identify children who are at risk or displaying indicators of being exploited.

Specified organisations including local authorities (classed as first responders under the Modern Slavery Act 2015) are required to notify the Home Office about any potential victims of modern slavery they encounter in England and Wales.

Modern slavery is a complex crime and may involve multiple forms of exploitation. It encompasses:

- human trafficking
- slavery, servitude, and forced or compulsory labour

The National Referral Mechanism (NRM) is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support. For information regarding the National Referral Mechanism (NRM) Guidance:

https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms/guidance-on-the-national-referral-mechanism-for-potential-adult-victims-of-modern-slavery-england-and-wales#Section-1

5. Roles and Responsibilities

5.1 Responsibilities of the headteacher and governing body:

- Oversee formulation and review of this policy and ensure that it is understood by governors, staff, parents/carers and learners

- Establish systems to oversee and co-ordinate substance misuse incidents
- Ensure a record of all substance misuse incidents is maintained
- Follow any advice from the SPO (School Police Officer) and liaise closely with Police in dealing with illegal substance misuse incidents
- Maintain vigilance over the school premises and grounds through the duty teams operating to the best of their abilities
- Provide consistent messages to young people by ensuring alcohol is not permitted on the school site, including for school events such as PTA organised evenings.
- Ensure that findings from staff, parent/carer and learner evaluations contribute to the school's self-evaluation and policy review process
- Monitor incidents (e.g., the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and reviewing incident management procedures.
- Liaise with the Corporate Communications Team at Flintshire County Council for press advice / support following an incident.

5.2 Responsibilities of the Designated Safeguarding Person (DSP):

Ysgol Bryn Deva has a DSP / DSPs who is a / are member(s) of SMT with lead responsibility for managing all safeguarding concerns. The DSP must:

- Know how to recognise and identify the signs of abuse, neglect and other types of harm and know when it is appropriate to make a report to the local authority (or police where the child/children are in immediate danger)
- Ensure that local procedures for safeguarding (including responsibilities under the Modern Slavery Act) are implemented and adhered to.
- Provide advice and support to other staff, record-keeping, working with family members or carers, making referrals to children's services and attending statutory meetings, as well as liaising with other agencies as necessary.
- Consider how safeguarding more widely can be addressed and ensure preventative measures are adopted in the school. This includes building relationships with other agencies, as well as ensuring staff and learners are informed about risks and how to access support.

5.3 Responsibilities of Health and Wellbeing Subject Lead:

Ysgol Bryn Deva has a Healthy and Wellbeing lead who is responsible for substance misuse education within this role. The Healthy and Wellbeing lead must:

- Ensure the curriculum meets the statutory requirements of the Health and Wellbeing AoLE and Science and Technology AoLE.
- Map substance misuse education.
- Ensure the implementation and quality of a scheme of work for Health and Wellbeing that incorporates effective education on substances
- Ensure that all staff are confident in the skills to teach and discuss issues related to substances and coordinate access to training as required
- Liaise with any service provision to effectively support aspects of the programme delivery e.g., SLO.
- Consult with learners to inform provision around education on substances, including using the SHRN county data and individual school data.

- Ensure access to appropriate information and signposting is included on the school website for parents and carers.

5.4 Responsibilities of ALL Staff:

- All members of staff at Ysgol Bryn Deva should complete appropriate safeguarding training which is regularly updated to provide them with relevant skills and knowledge to safeguard learners effectively.
- All members of staff should feel confident in identifying learners who may be experiencing difficulties and accessing support for them including identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment.
- 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.

5.5 Responsibilities of ALL Learners:

- Learners are not permitted to use substances at Ysgol Bryn Deva or whilst engaged in any off-site activity representing the school, for example any educational visits, trips abroad and work experience.
- Learners must not use substances whilst travelling to or from school.
- Learners should be encouraged to contribute to the review of the substance misuse policy through feedback about the education provided and if it is meeting their needs.
- Learners should be able to remain in education and access support for substance misuse issues that they self- identify or through targeted support.
- It is the responsibility of all learners to bring concerns regarding substances to the attention of a member of staff. The police will only be informed if it is considered necessary.

5.6 Responsibilities of Outside Agencies:

Outside agencies supporting Ysgol Bryn Deva will:

- Have access to and be familiar with Ysgol Bryn Deva substance misuse policy when planning and delivering sessions at the school
- Adhere to the substance misuse policy.

5.7 Responsibilities of Parents / Carers:

- Parents are encouraged to support their child to adhere to the substance misuse policy and to contact the school with any concerns they may have on the use of illegal substances.
- Parents are encouraged to support the school's education on substances and have access to this policy and the school's PSE curriculum on the school website.

6. Substance Misuse Education

6.1 Overview

Ysgol Bryn Deva recognises that substance misuse education is a major component of drug prevention. Research has shown that effective education on substances can have an impact on the most common substances used by young people: alcohol, tobacco, and cannabis. This can delay the onset of substance use therefore the later a young person may try a substance, the less likely they will become a problematic substance misuser.

The delivery of substance misuse education at Ysgol Bryn Deva supports the United Nations Convention on the Rights of the Child (UNCRC), protecting all children and young people aged 0-17 years with their human rights:

Article 6: You have the right to life and grow up to be healthy
Article 19: You should not be harmed and should be looked after and kept safe
Article 33: You should be protected from dangerous drugs.

6.2 Curriculum

Effective Substance Misuse Education will enable children and young people at Ysgol Bryn Deva to make responsible informed choices about their lives. It will not be delivered in isolation. At Ysgol Bryn Deva, substance misuse education is delivered primarily through the Health and Wellbeing AoLE and Science and Technology AoLE.and the Jigsaw programme

Developing physical health and well-being has lifelong benefits		
Progression Step	**1:**	I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.
	2:	I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.
	3:	I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to
Our decision-making impacts on the quality of our lives and the lives of others.		
Progression Step	**1:**	I have an understanding that things can be safe or unsafe.
	2:	I can identify and assess risks.
	3:	I can recognise that some decisions I make will have a long-term impact on my life and the lives of others. I can identify and assess risks, and I can take steps to reduce them.
How we engage with social influences shapes who we are and affects our health and well-being.		
Progression Step	**1:**	I can recognise and follow rules and norms in the groups and situations in which I take part
	2:	I can recognise and follow the rules and norms of different groups and situations in which I take par
	3:	I have an understanding of the rules, norms and behaviours of different groups and situations, and I recognise that these have an influence on me.
Links with other Areas of Learning and Experience		**Science and Technology:** *How lifestyle choices can impact the human body (including diet, drug use and exercise)* **Mathematics and Numeracy:** *… Provides an important context in which to explore and support positive decision-making* ***Humanities:*** *…How individual and collective decision-making can support ethical and sustainable responses to challenges and opportunities that are faced by humanity.*

Health and Wellbeing AoLE:

6.3 Core components of Substance Misuse Education:

All Learners will be taught:

- Facts about legal and illegal drugs and their associated risks, including the link to serious mental health conditions.
- Laws relating to the supply and possession of illegal substances.
- Physical and psychological risks associated with alcohol consumption and what constitutes low risk alcohol consumption in adulthood.

- Physical and psychological consequences of addiction including alcohol dependency.
- Awareness of the dangers of drugs which are prescribed but still present serious health risks.
- Development of learners' personal and social skills to make informed decisions and keep themselves safe and healthy.
- Promotion of positive attitudes to healthy lifestyles, assessing, avoiding and managing risk, communicating effectively, resisting pressures and how to access help.

6.4 Safeguarding in substance misuse education:

- If a member of staff 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 DSP.
- The use of agreed ground rules in classrooms is encouraged to create clear boundaries, discourage learners from sharing personal information in a class setting and ensure everyone feels respected and safe.
- 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 member of staff hears or sees something during lessons which suggests a learner has information about law breaking activities, they will contact a member of SLT / DSP in the first instance.

6.5 Confidentiality

Teachers and professionals cannot offer unconditional confidentiality to learners in substance misuse education or substance related incidents, and this should always be made clear from the outset.

If a learner discloses information which is sensitive, not generally known and which the learner asks not to be passed on, the DSP should be made aware. 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

In this case the member of staff 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 progress the matter.

6.6 External Agencies delivering substance misuse education:

The Schools Police Officers (SPOs) will provide support, advice and signposting to the school community on substance related issues and can add value and bring additional experience to the programme of curriculum delivery.

A teacher or member of school staff must be present when an external visitor is working with learners.

7. Management of Substance Misuse Related Incidents

7.1 Types of incidents

For ALL substance misuse incidents, the safety of learners and the whole school community is the immediate priority. Substance misuse incidents may relate to learners, staff members, parents/carers or other adults.

The type of incidents can 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.

Staff that become aware of incidents involving learners and substances will inform a member of SMT / DSP 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.

7.2 Police Involvement

School Police Officers (SPOs) are dedicated to deliver the Wales Police Schools Programme (WPSP lessons) and provide supportive policing services in schools. The designated Schools Police Officer is required to be fully involved with the day-to-day life of the school and assist with problems that require Police attention or advice.

Schools are encouraged to openly discuss and seek advice from their dedicated SPO. SPOs will have a good knowledge of and be able to provide a direct link to other specialist Police departments where necessary. In addition to the SPO, the main types of officers that schools are likely to have contact with are:

- Neighbourhood Policing Teams comprising of PCSOs (Police Community Support
- Officers) and Neighbourhood Policing PCs and a Neighbourhood Policing Sergeant
- Response Officers
- Specialist Child Abuse Investigation Officers or Detective Constables

There are three main levels of response that the Police can provide when responding to incidents of substance misuse:

1. Collection and administration of any suspected substances

2. A partnership investigation
3. A formal Police investigation

The misuse of controlled drugs within a school is a ‘serious’ issue and it is essential that the response is prompt and effective.

When deciding whether to contact the Police regarding an incident on school premises, the severity of the incident needs to be considered. Therefore, the seriousness of an incident can be determined by considering the answers to the following questions.

If the head teacher/DSP/other member of SMT considers the answer is YES to any of the questions below and considers the incident to be an emergency, then call 999 to obtain an immediate Police presence:

- Is there any serious immediate danger present?
- Has serious injury occurred or is there a clear potential for serious injury?
- Is a crime in progress or imminent?
- Is a suspect present?
- Will a witness be lost if Police do not arrive quickly?
- Is there clear potential for a further crime to be committed?
- Is a victim of crime suffering from extreme distress

When the Police are contacted, a decision needs to be made on how to deal with the incident. The SPO is there to assist and give advice.

Where the school and the Police decide that an incident may be dealt with internally by the school, then both parties need to consider alternative action and support for an individual e.g., pastoral support programmes, restorative approaches etc. The wishes of the school and its internal policies will always be taken into consideration and respected when a decision is being made regarding any future course of action.

Although there is no statutory requirement to inform the Police, the Home Office would expect the Police to be informed when illegal drugs are found on a learner or on school premises.

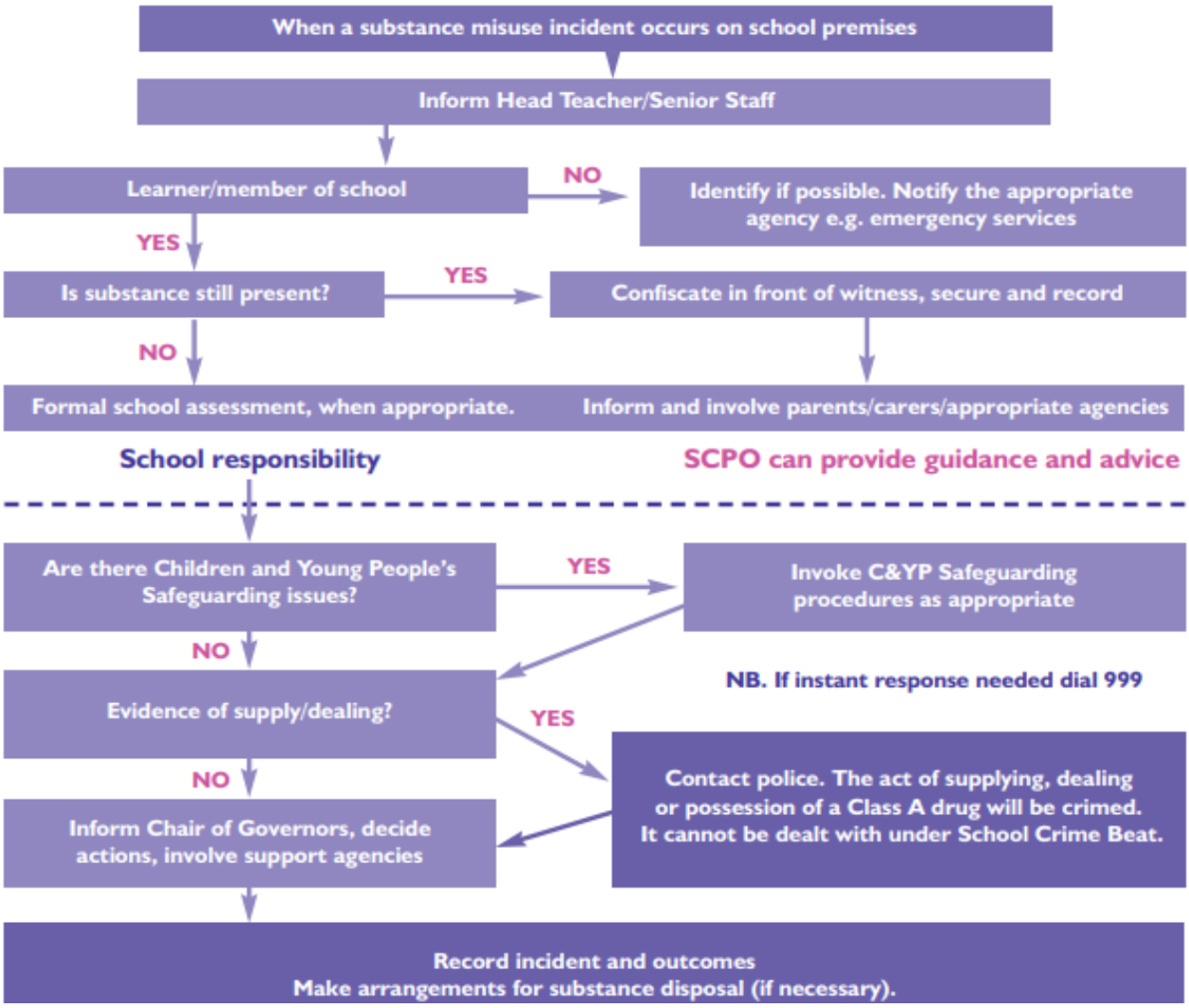
Possession of certain controlled substances such as – Cannabis, Ecstasy, Heroin, LSD, Cocaine, Crack Cocaine, etc. will always be regarded as ‘serious’ and recorded as a crime.

An incident will always be deemed ‘serious’ and recorded as a crime if the controlled substance has been or was intended to be **supplied** to any other person whether for gain or not.

7.3 Recommended Response Procedure:
Outlined below is the recommended procedure for a substance use related incident as detailed in the Guidelines for Schools and School Community Police Officers (SCPOs) Working Together: School Behaviour Incident Management

Substance Misuse

A suggested response procedure: actual incident.
This procedure covers both legal and illegal substances



SCPO = School Community Police Officer

7.4 Drugs / Alcohol / Solvents found on school premises or confiscating substances

Where a suspected substance is found or recovered within the confines of a school, the Police recommend the following procedure as outlined in the School Crime Beat Protocol 2023:

- If someone is in possible danger or is likely to be at risk of harm -call 999.
- Ensure that the seizure is witnessed in corroboration with another member of
- staff.
- Store it in a suitable location pending Police arrival.
- Record all details of the incident, misuse or seizure.
- Contact the SPO for advice.
- Contact 101 to arrange Police attendance and to make arrangements for disposal.
- Staff should not attempt to analyse or taste any unidentified substance.

In addition:

- Any paraphernalia must be placed in a sharps box, using gloves and tweezers
- Alcohol – can be poured away and container discarded (inform parent/carer who may want to collect item).
- 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.

7.5 Member of staff suspects a learner of being under the influence of Drugs / Alcohol / Solvents as outlined in the School Crime Beat Protocol 2023:

- Seek medical advice if necessary. It is important to know what the substance is if medical treatment is necessary.

- Is the learner legally entitled to be in possession of the drug / substance?

- Is the drug / substance suspected to be illegal and / or in breach of school Behaviour Policy? If so, Police advice should be sought, if necessary.

- Take possession and store securely.

- A search may be required. Staff members are permitted to search learners' desks or lockers, belonging to the school, on suspicion of possession of illegal drugs (although prior permission should be sought from the Head teacher or a member of the SLT).

- Staff should not physically search a learner or their personal belongings. Any forced search by staff could be interpreted as an assault.

- Staff may however ask the learner to turn out their pockets or bags. If efforts to persuade a learner to hand over a suspected illegal substance have failed, and the school wishes to proceed on formal lines, then the Police should be called to undertake the search.

- Staff will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

- 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.

DSP to notify Social Services for Children and follow any local procedures including (but not limited to);

- Submit a Safeguarding Report (referral) to Social Services for Children,
- Complete a locally agreed tool to assess child exploitation
- Complete a National Referral Mechanism Referral https://www.modernslavery.homeoffice.gov.uk/start?hof-cookie-check
- Liaise with the local Independent Child Trafficking Guardian (ICTG)

7.6 Member of staff has information that an offence or supply or sale of Alcohol / Cigarettes / Solvents / Illegal substances is taking place in the local area *as outlined in the School Crime Beat Protocol 2023:*

- Staff member to notify DSP / headteacher.

- DSP / headteacher to assess information and notify SPO so that action can be taken to protect the children and young people in the vicinity of the school and to identify trends.

- In the case of suspected substance misuse, this should be done at the earliest available opportunity.

7.7 A learner discloses that: *As outlined in the School Crime Beat Protocol 2023:*

- **they are using Drugs / Alcohol / Solvents**
- **parents / carers / relatives are misusing / selling Drugs / Alcohol / Solvents**
- **friends are misusing / selling Drugs / Alcohol / Solvents**

- The learner should be given an appropriate time and place to have an informal conversation sensitively conducted about the concern / incident

- The learner should be provided with appropriate information and have access to further support either within the school or by outside agencies such as Flintshire Sorted.

- It should be remembered that total confidentiality might not be possible.

- Member of staff to liaise with DSP

- SPO to be contacted for guidance, advice, or support.

DSP to liaise with Flintshire Sorted and notify Children's Services and follow any local procedures including (but not limited to);

- Submit a Safeguarding Report (referral) to Children's Frist Contact Team,
- Complete a locally agreed tool to assess child exploitation,
- Complete a National Referral Mechanism Referral; https://www.modernslavery.homeoffice.gov.uk/start?hof-cookie-check
- Liaise with the local Independent Child Trafficking Guardian (ICTG)

8. Contact with Parents/Carers

Parents/carers will normally be contacted directly by telephone and/or letter in the event of proven substance usage. If it is suspected but not proven, the agreed police protocol will be implemented. 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.

If a learner is at risk because they are under the influence of a substance, parents/carers will be contacted and required to take responsibility of their child and collect them from school immediately. If contact with parents /carers cannot be made, an appropriate emergency contact will be asked to assist.

*Please refer to **Appendix 1**: Template Letter for Parent / Carers.*

9. Investigation and Recording

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/or other learners to further establish the facts and obtain corroboration. Parents/carers will be granted access to their child with a member of staff present at all times.

The SPO 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.

Records will be maintained for ALL substance misuse and related incidents and follow up meetings. These will be uploaded to CPOMS

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

10. Substance misuse related incidents involving school employees / other adults

10.1 Substance Misuse related incidents involving employees

Substance Misuse related incidents involving employees at Ysgol Bryn Deva are subject to Flintshire County Council's Employment and Disciplinary Policy and Procedures and the Wales Safeguarding Procedures and could be subject to disciplinary action.

10.2 Substance misuse related incidents involving adults (not employees)

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 SPO or police will be informed.

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 learner. In the event the parent/carer becomes aggressive we will contact 999.

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 Children's Social Services or Flintshire Sorted
- Counselling and drug treatment programmes require trained staff, normally
- accessible through YPSMS, social services, health or other specialist substance misuse services.

Occupational Health *(for staff)*

The Council provides staff with access to Vivup, its employee wellbeing and benefits platform. Vivup offers confidential emotional and practical support for issues affecting wellbeing at home or at work, including support and signposting around healthy lifestyle choices.
Support is available through online resources, wellbeing tools and access to an Employee Assistance Programme (EAP), providing confidential advice and counselling.
Further information can be accessed via the Vivup platform (login required).
https://vivupbenefits.co.uk/

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

Ysgol Bryn Deva has no role in dealing with substance 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 wellbeing of a learner is threatened
- To assist police in preventing the use of land surrounding the school for drug dealing
- 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 AoLE / assemblies.

12. Responding to a substance related incident

Research shows that learners who are excluded from schools and those who absent themselves from school are often the most vulnerable to becoming or remaining at serious and higher risk of exploitation and problematic drug use compared to their peers remaining in school.

Every effort should therefore be made to retain learners in school and exclusion should not be the automatic response to a substance related incident and permanent exclusion should only be used in the most serious cases. First offenders should only be excluded in the most extreme cases. Therefore, referral to the appropriate agency should be the first response.

There should always be sufficient flexibility to allow learners to remain in school, monitored with risk assessments in place where necessary to provide appropriate opportunities for individuals to re-engage with the learning process.

When considering the response to a substance misuse related incident involving a learner /s. Ysgol Bryn Deva will consider the nature of the incident, the age of the learner and involvement with partner agencies.

The school must ensure that any exclusions related to a substance related incident are not in breach of Equalities or Looked After Children legislation.

13. Support for the Learner/s

At Ysgol Bryn Deva our main aim is to protect the safety and wellbeing of the learner and prevent further incidents. Drug taking can pose a significant safeguarding risk to the learner and so we may report to Children's Services who can provide a range of support and advice.

Safeguarding

Ysgol Bryn Deva will follow the Wales Safeguarding Procedures when supporting learners involved in substance misuse related incidents.

The school will liaise with Flintshire Social Services for Children and follow any local procedures including (but not limited to);

- Submit a Safeguarding Report (referral) to Social Services for Children
- Completing a locally agreed tool to assess child exploitation
- Completing and submitting a National Referral Mechanism Referral; https://www.modernslavery.homeoffice.gov.uk/start?hof-cookie-check
- Liaising with the local Independent Child Trafficking Guardian (ICTG).

14. Sharing Intelligence

Information sharing is central to good safeguarding practice. Practitioners must share information in accordance with data protection legislation. Data protection legislation allows for the sharing of information and should not be automatically used as a reason for not doing so. One of the specific circumstances which provides for information sharing is in order to prevent abuse or serious harm to others. When information is not shared in a timely and effective way, decisions about how to respond may be ill informed and this can lead to poor safeguarding practice and leave children at risk of harm.

If we have any information in relation to illicit or counterfeit substances or information pertaining to any substance use, or dealing in the community, Ysgol Bryn Deva will report to the Police and Trading Standards accordingly.

15. Equality and Diversity

As an employer and provider of services Ysgol Bryn Deva will not unlawfully discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy

and maternity, race, religion or belief, sex, sexual orientation, or on the grounds of Welsh Language.

All learners, their parents and carers, volunteers, staff and school governors are valued and will be treated with dignity and respect. Ysgol Bryn Deva will not tolerate any form of discrimination, harassment or victimisation.

To make sensitive and well-informed professional judgments about a learner's needs and a parent's capacity to respond to their child's needs, it is important that school staff are sensitive to differing family patterns, and lifestyles and to child rearing patterns that vary across different racial, ethnic and cultural groups.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

16. Monitoring and Evaluation

This policy will be reviewed every three-years. 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.

The Health and Wellbeing lead is 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.

17. References

Wales Safeguarding Procedures. Accessed from https://safeguarding.wales/en/

Welsh Government Guidance: 283/2022 Keeping Learners Safe (2022). Accessed from https://gov.wales/keeping-learners-safe

Welsh Government: Substance Misuse Delivery Plan 2019-2022 (2022) Accessed from https://www.gov.wales/substance-misuse-delivery-plan-2019-2022-0

Welsh Government: Guidance for Substance Misuse Education (2013) Accessed from https://www.gov.wales/sites/default/files/publications/2018-03/guidance-for-substance-misuse-education.pdf

Criminal Exploitation of children and vulnerable adults: County Lines guidance Sept (2018 Accessed from https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863323/HOCountyLinesGuidance_-_Sept2018.pdf

Wales Police Schools Programme (2023) School Crime Beat Protocol.(2023) Accessed from https://schoolbeat.cymru/croeso/teachers/guidance?spotlight=%2Ffileadmin%2Fpublic%2Fschool-crime beat%2Feng%2FWPSP_School_Crime_Beat_Protocol_ENG_wpsp_scbp_20230222.pdf

Guidelines for schools and school community police officers working together school behaviour incident management. Accessed from

North Yorkshire Council: North Yorkshire guidance on developing a substance misuse policy for schools, PRU's and settings (2019). Accessed from https://cyps.northyorks.gov.uk/sites/default/files/Health%20of%20Children%20and%20Young%20People/Health%20&%20Wellbeing/November%202019%20North%20Yorkshire%20guidance%20on%20developing%20a%20substance%20misuse%20policy%20for%20schools.pdf

18. Appendices

Appendix 1 – Template Letter to Parent / Carers

Appendix 2 – Record of Substance Related Incident template and Follow up action

Appendix 1 - **Template letter to be personalised according to the nature of the substance misuse related incident:**

Dear Parent / Carer of XXXXXX

Substance Misuse Related Incident

Your child has been involved in an incident of substance misuse on XXXXXXX. This was a serious incident of substance misuse involving XXXXXX

Details of incident:

XXXXXX

XXXX school and Flintshire County Council view substance misuse extremely seriously and upon review of this incident in line with the school's Disciplinary Procedures / Behaviour Policy your child has been XXX school to determine**.**

We would request that you attend a formal meeting to discuss the incident and support available on:

Date: XXXX **Time:** XXXX **Location:** XXXX

At the meeting we intend to discuss how to help support your child to manage any problems related to substance misuse and what the school and/or other services could offer to prevent any further incidents in the future.

Please confirm your attendance by contacting the school office by phone or email XXX

If you have any queries, please do not hesitate to contact XXXXXX

Yours sincerely

XXXXX

Appendix 2 – Record of Substance Related Incident template and Follow up action

XXXXX School Record of Substance Misuse Related Incident

ATTACH to SIMS / CPOMS where possible and on the Learner record

People Involved:

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

Type of Incident:	✓
Drug, drug paraphernalia or drug litter found on or near school premises	
Learners or parents/carers in possession of substances on school premises, trip or transport	
Learners or parents/carers misusing substances on school premises, trip or transport	
Learners or parents/carers selling or supplying substances on school premises, trip or transport	
Learner discloses that they are misusing substances in and out of school activities	
Suspicion of substance misuse on school premises	
Suspicion of substance use before arriving on school premises	
Symptoms of substance misuse	
Allegation of substance misuse in and out of school activities	
Parent/carer intoxicated when collecting learner	
Parent/carer expressing concerns about learner	
Learner discloses that their parent/carer are misusing substances	

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…. (What young person has admitted to using and previous history of usage)			

First aid treatment given ☐ Yes ☐ No	By whom	What treatment was given	
Ambulance called ☐ Yes ☐ No	By whom	Time	
Were any substances handed over? ☐ Yes ☐ No	By whom	Description	Witness names
Substance disposal ☐ Bin or sink (cigarettes / alcohol) ☐ Collected by police (illegal substances)	By whom	Date / time	Witness names/Signatures Police Signature
Have parent/carers been informed ☐ Yes ☐ No	By whom	Name of parent/carer	Date / time
Who else has been informed about the incident	☐ Police ☐ Head Teacher ☐ Form Tutor	☐ School Substances Lead ☐ Other _____	
Learner removed from school ☐ Yes ☐ No	Collected by		Time

Form completed by: Name **Signature:** **Date:**

Record of Follow-up Action to Substance Misuse Related Incidents

Action taken (to be decided by school)		Start date / time	End date / time
Letter sent to parents/carers ☐ Yes ☐ No	Date	By whom	
Further actions following investigations / re-integration meetings			

Re-integration Meeting (if relevant)

Re-integration meeting letter sent? ☐ Yes ☐ 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 (✓)			
	Social Services		
	Other:		

Was a support session with a member of staff organised on return day to school? ☐ Yes ☐ No	Date and time planned	With whom?	Did this take place? ☐ Yes ☐ No If pupil refused, they must sign here _____
Was a follow up meeting planned? ☐ Yes ☐ 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

Learner Name	Signature	Date
Parent/Carer Name	Signature	Date
School Staff Name	Signature	Date
Other….	Signature	Date