



Making the most of everyone.

Substance Misuse and Prevention Policy

**Policy Adopted May 2022
Valid until May 2044**

Signed:

(Chair of Governors

Aims and objectives of the policy

Our school aims to:

- Provide a broad and balanced substance misuse curriculum which promotes the spiritual, moral, cultural, mental, emotional and physical development of every pupil and prepare them for the opportunities, responsibilities and challenges of adult life. We aim to be sensitive and respect differences whilst enabling pupils to understand the risks associated with substance use and misuse.
- Provide a standardised approach to managing substance related incidents with due regard for our legal obligations; to protect the well being of the whole school community and give appropriate messages to staff, pupils and parents/carers ensuring that every incident is dealt with consistently.
- Provide a safe smokefree (including e-cigarettes) environment for everyone.

Links to national guidance and other school policies

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

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

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

- Behaviour and engagement
- Managing Healthcare Needs
- Anti-Bullying
- Health and Safety
- School Visits
- Safeguarding
- Personal and Social Education (PSE)
- Use of Reasonable Force and Physical Intervention (Denbighshire)
- Denbighshire HR Policies (staff)
- Denbighshire No Smoking Policy (staff) (2015)
- Denbighshire Alcohol and Substance Misuse Policy (staff) (2016)

Definitions and terminology

The standard definition of a drug or substance used for this policy is: 'A *substance is something people take to change the way they feel, think or behave*' (United Nations). For the purpose of this policy this includes a wide range of substances, both legal and illegal. These includes:

- Tobacco
- Electronic cigarettes
- Alcohol
- Over the counter medicines
- Prescription only medicines such as anabolic steroids and benzodiazepines
- Illegal substances such as heroin, cocaine, amphetamines, LSD, cannabis, magic mushrooms
- Volatile substances such as aerosol propellants, butanes, solvents and glues
- New psychoactive substances (also known as legal highs)
- Steroids
- Energy drinks

Under the Misuse of Drugs Act 1971 the following are offences:

- Possession of a controlled drug unlawfully
- Possession of a controlled drug with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs

Policy exceptions

Although substances have no place in our school, there are instances where some substances may legitimately be in our school:

- **Medicines:** Prescribed and over the counter medicines are only permitted for use when authorised in writing from parent/carer to our school and for the sole use of pupil. We have a [managing pupils healthcare needs policy](#). If pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this policy will apply.
- **Volatile substances:** Those used by specific departments in our school for teaching purposes
- **Alcohol:** it is an offence under the Licensing Act 1964 to sell alcohol without a license. We are aware that if we do have alcohol on the school site that we may be subject to licensing requirements and we will contact the Denbighshire licensing department to determine whether a licence is required (01824 706342).


Rationale

The misuse of substances including tobacco, alcohol and legal/illegal drugs is of major public health concern in Wales linked to health consequences and the latter can be linked to criminal behaviour. We recognise that good quality skills based substance misuse education programmes which are age appropriate can help pupils make responsible, well-informed decisions about substances used and /or misused in society. We recognise our responsibility for the safety of our school community and the importance of having a consistent approach to dealing with incidents of substance misuse. We participate in the Healthy Schools Scheme and recognise the value of taking a whole school approach to this issue which includes leadership, curriculum, school environment, ethos and community links.

Development of the policy

This policy has been adapted from a template developed by the local education authority who consulted with:

- Young Persons Substance Misuse Service (Barnardo's)
- School Community Police Officer (SCPO)
- Healthy Schools Coordinators
- Health and Safety
- Education Social Work

- Behaviour Support Service
- School Nursing Service
- Schools
- Public Health Wales
-  Human Resources

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

Key responsibilities

Implementation of substances policy and management of incidents or disciplinary procedures	Sharon Davies
Second named person in absence of the head teacher	Phil Nolan
Substance misuse education	Health & Wellbeing AOLE
Safeguarding / Child Protection Coordinator	Sharon Davies

To comply with this policy, the Head teacher 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 Healthy Schools Co-ordinator 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 Key Stage leaders to ensure that all statutory requirements are met

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. This includes the kitchen, reception, staff room, school grounds (e.g. car park, gardens, fields, driveways etc) where this forms part of the school premises.

Smoking and school premises and grounds

- Smoking will not be permitted within the school or its grounds (Denbighshire No Smoking Policy 2010) or in the immediate vicinity, whereby smoke may affect others or portray a negative image of the Council/School
- A no smoking sign complying with the Smoke-Free Premises etc Regulations (Wales) 2007 will be displayed in a prominent position at or near each entrance to the school buildings
- We will use other signs around the school (e.g. school gates, grounds) to remind people that our school is smokefree

Smoking and vehicles

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

When does this policy apply?

The procedures and practices of this policy apply 24 hours a day, 7 days a week, including:

- To all before and after school sessions
- Meetings or events which are attended by school employees 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
- School transport

Who does the policy apply to?

The policy applies to all teaching 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.

Promotion of the policy

- Aspects of this policy will be included in our school prospectus, the school website, the staff handbook and governor handbook
- A pupil friendly version will be developed by our school council
- 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

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.

Foundation Phase

Substance misuse education in the Foundation Phase will address that "all medicines are drugs but not all drugs are medicines" as well as safety issues. It is taught within the context of Personal and Social Development, Well-being and Cultural Diversity and not as a discrete subject. Skills are developed across several of the Foundation Phase areas of learning including: Personal and Social Development, Well-being and Cultural Diversity, Physical Development and Knowledge and understanding of the World. As in all aspects of learning in the Foundation phase substance misuse education is delivered through a balance between structured experiential learning, pupil initiated activities and those directed by practitioners.

Key Stage 2 (KS2)

The main focus will be on maintaining personal safety in the context of tobacco, alcohol and other legal / illegal drugs. The PSE and Science coordinators will be responsible for coordinating the delivery of substance misuse education and providing support to class teachers. Class teachers will usually be responsible for providing the programme, together with a substantial contribution from the School Community Police Officer.

Resources and the involvement of external agencies/initiatives

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

Foundation Phase

- School Community Police Officer
- NCircle time
- Learning environments – doctors, chemist etc
- Pre-approved books, websites and DVDs

Key Stage 2

- School Community Police Officer
- Circle time
- Smokebugs!
- Dangerpoint
- Pre-approved books, websites and DVDs

Continuing professional development

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

Parents/carers

Parents and carers will be kept informed of any substance misuse concerns and support available.

Management of substance misuse related incidents

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. For more detailed guidance please refer to **Appendix 1 and 2**.

Police Involvement

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; and
- 3) a formal police investigation.

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

Procedures for managing an incident involving pupils

Staff who become aware of difficulties and/or incidents involving pupils and substances will inform the head teacher. The response will depend on the type and degree of risk, with some situations requiring immediate action and others requiring time for assessment of information, seeking advice and the involvement of other agencies. In all cases the safety and security of pupils is a priority. Parents/carers will be informed unless there are safeguarding concerns. Examples of incidents and how to manage them are outlined in **Appendix 3**.

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, parent/carers will be contacted and required to take control of their child. Failing that, any emergency contact will be asked to assist. Alternatively, Social Services and School Community Police Officer will be called for advice.

A pupil will not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from any substance. If necessary, reasonable force (please refer to the county Use of Reasonable Force and Physical Intervention policy) may be used to restrain the pupil. Any employee is authorised to use force in these circumstances and will have received Timian Training where possible.

Procedure for dealing with incidents involving staff

Our primary concern is the welfare of the pupils in our care. The safeguarding of our pupils is of greater urgency than staff disciplinary procedures. Substance misuse (including tobacco and alcohol) related incidents involving staff are subject to Denbighshire Drug and Alcohol Policy 2010 and Denbighshire Smoking Policy 2010. All staff will be made aware of these policies.

All substance misuse incidents relating to staff will be managed by the school governing body in partnership with the Human Resources Department.

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 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.

Actions requiring referral to other organisations include:

- Investigation of criminal activity, including searching persons or personal property (police)
- Apart from immediate first aid, any health or medical emergency which should be attended by appropriate medical personnel
- Assessment and providing support and services to vulnerable or troubled children and families are matters for social services (Social Services)
- Counselling and drug treatment programmes require trained staff, normally accessible through social services, health or specialist substance misuse services (Social Services)

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
- Contact the School Community Police Officer for disposal and advice re - future action
- If the School Community Police Officer 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
- Ensure that the seizure is witnessed in corroboration with another member of staff
- Store it in a suitable location in the presence of a witness pending police arrival
- Incident report form will be completed, with witness signatures
- Staff should 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
- Education with pupils

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 through PSE and school assemblies

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.

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.

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. 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.

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.

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.

Recording of incidents (Appendix 4)

Records will be maintained for ALL substance misuse and related incidents using Appendix 4. Records of ALL interviews must be kept.

There is no general duty in criminal law for us as a school to disclose information about substance misuse except under the Misuse of Drugs Act 1971, where an offence is committed if an individual allows a premises to be used for smoking cannabis or opium, or the production, supply, administration of controlled drugs, and nothing is done to stop it.

Confidentiality and safeguarding

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. A duty is placed upon those professionals involved to exchange information in order to safeguard a "child" adhering to the All Wales Child Protection Procedures 2008. Teachers and professionals cannot offer unconditional confidentiality to pupils in substance misuse education or incidents and this should always be made clear at the outset.

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

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

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

In terms of substance misuse education:

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

Complaints procedure

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

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 School Ambassadors 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.
- Governing Body will review the equality impact assessment for this policy to monitor the outcomes and impact of the policy in line with equalities legislation.

Monitoring the Impact of the Policy

Governing Body will review the equality impact assessment for this policy to monitor the outcomes and impact of the policy in line with equalities legislation.

Appendix 1 – Substance Misuse Incident Involving Pupils

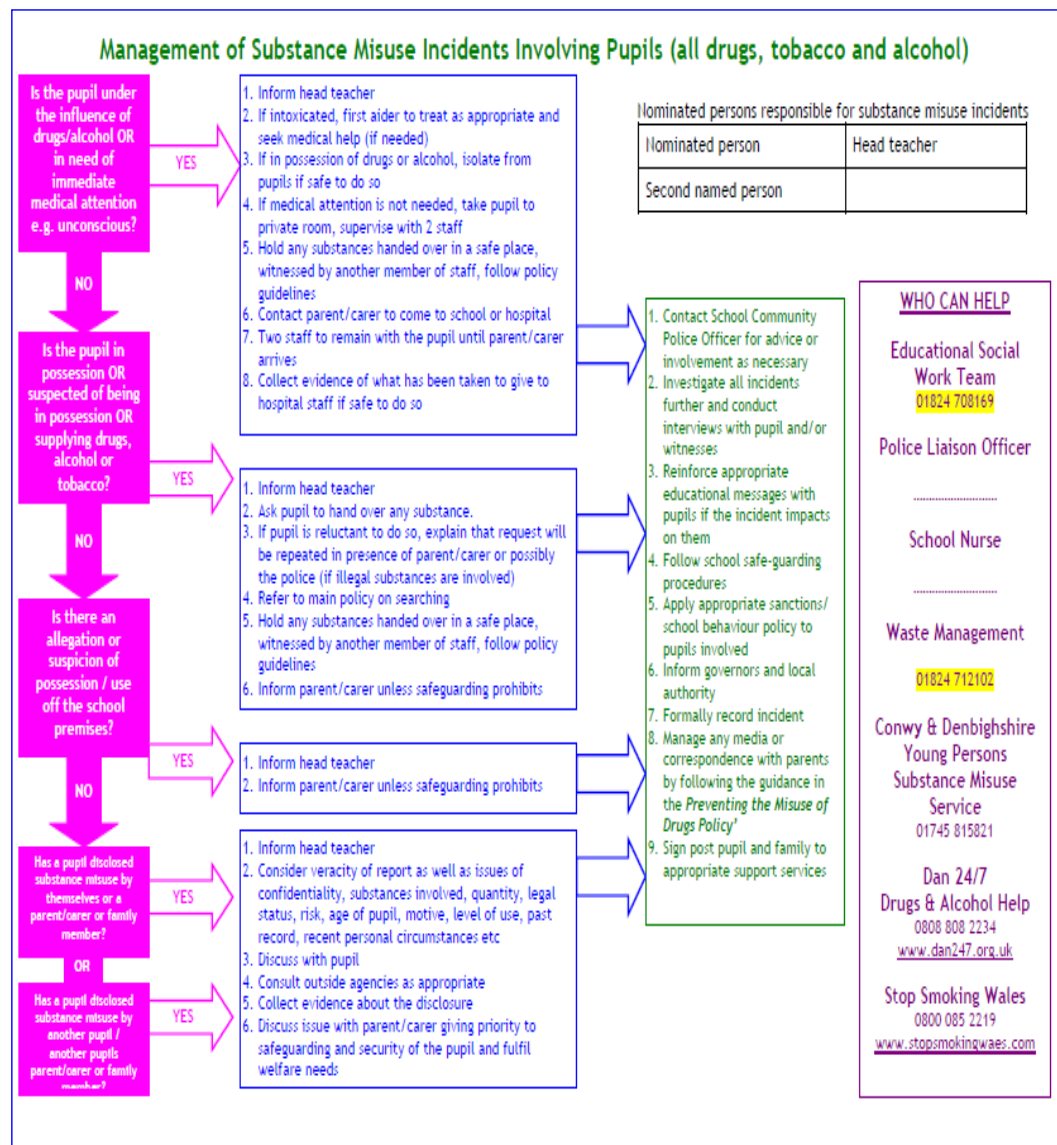
Appendix 2 – Substance Misuse Incident Involving Adults

Appendix 3 – Substance Misuse Incident Reporting Form

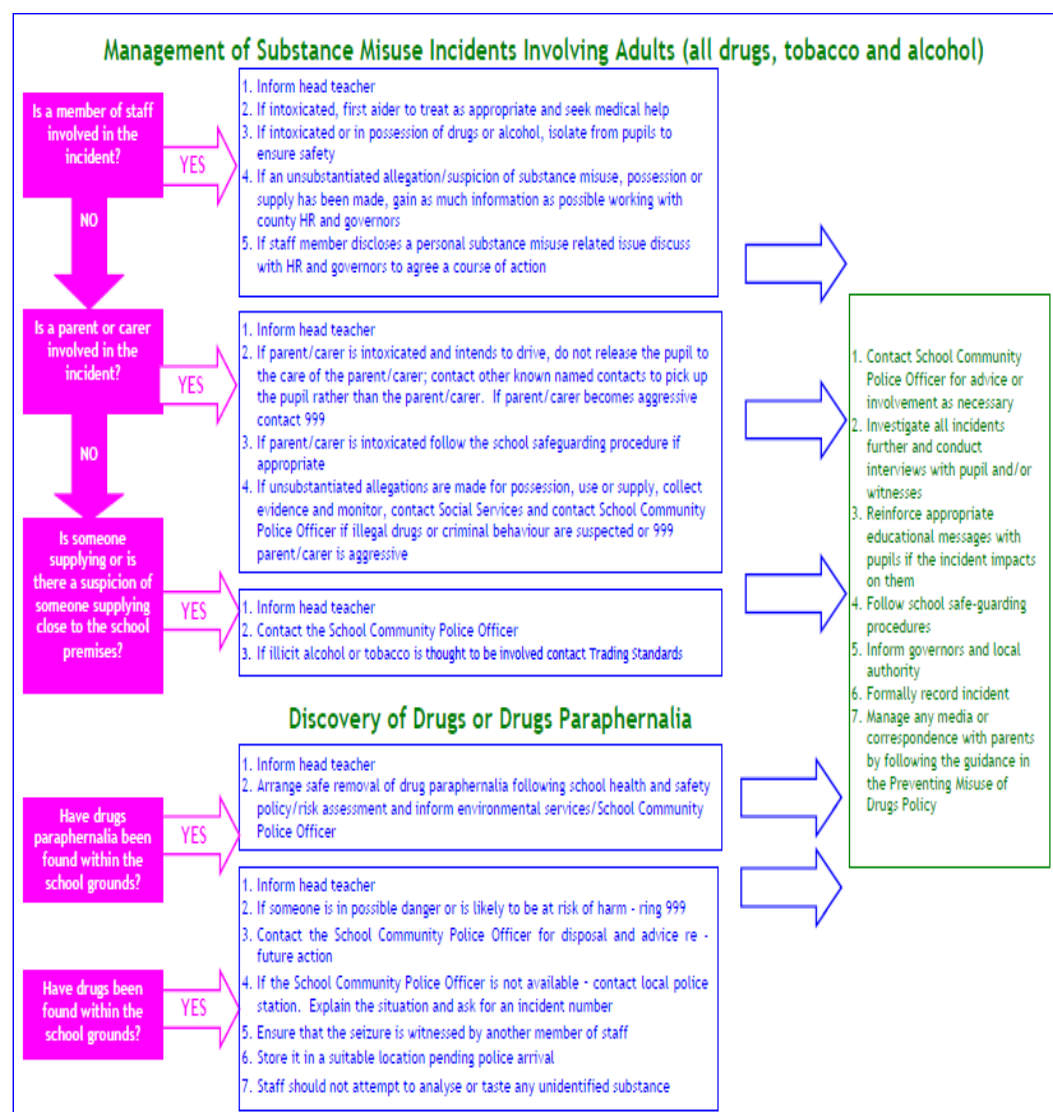
Appendix 4 – Substance Misuse Incident Letters

Appendix 1: Substance Misuse Incidents Involving Pupils

This is available as a separate PDF document to display in school



Appendix 2: Substance Misuse Incidents Involving Adults



Appendix 3: Record of Substance Misuse Related Incidents (including smoking)

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

Type of Incident	✓
Smoking on school premises	
Drug, drug paraphernalia or drug litter found on or near school premises	
Pupils or parents/carers in possession of substances on school premises, trip or transport	
Pupils or parents/carers misusing substances on school premises, trip or transport	
Pupils or parents/carers selling or supplying substances on school premises, trip or transport	
Pupil discloses that they are misusing substances in and out of school activities	
Suspicion of substance misuse in and out of school activities	
Symptoms of substance misuse	
Allegation of substance misuse in and out of school activities	
Parent/carer intoxicated when collecting pupil	
Parent/carer expressing concerns about pupil	
Pupil 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....				
First aid treatment given <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	What treatment was given		
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Time		
Were any searches made? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Description	Witness names	
Substances seized <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Where stored	Witness names	
Substance disposal <input type="checkbox"/> NA <input type="checkbox"/> Toilet / sink <input type="checkbox"/> Collected by parent/carer <input type="checkbox"/> Collected by police	By whom	Date / time	Witness names	
Have parent/carers been informed	By whom	Name of parent/carer	Date / time	

<input type="checkbox"/> Yes <input type="checkbox"/> No			
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> Head Teacher <input type="checkbox"/> Form Tutor	<input type="checkbox"/> School Substances Lead <input type="checkbox"/> Young Person Substance Misuse Service <input type="checkbox"/> Other _____	
Pupil removed from school <input type="checkbox"/> Yes <input type="checkbox"/> No	Collected by	Time	

Form completed by

Name	Signature	Date
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Record of Follow-up Action to Substance Misuse Related Incidents

Sanction given to pupil(s)

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

Smoking Incidents Only

Smoking health leaflets and verbal information issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No Information about cessation support issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Pupil Signature
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Re-integration Meeting (N/A for smoking)

Re-integration meeting letter sent? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Date Sent																				
Who was present (please provide name and who they are)																						
Date of Meeting	Time of Meeting	Location																				
Key discussion points from the meeting and agreed actions / support																						
<table border="1"> <thead> <tr> <th>Actions (✓)</th> <th>Who</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Leaflets and verbal information on substances given</td> <td></td> <td rowspan="8"></td> </tr> <tr> <td>Information about support service given</td> <td></td> </tr> <tr> <td>Pastoral Support Plan</td> <td></td> </tr> <tr> <td>Onward referral to other service (✓)</td> <td></td> </tr> <tr> <td>Young Person Substance Misuse Service</td> <td></td> </tr> <tr> <td>PAD Referral</td> <td></td> </tr> <tr> <td>Social Services</td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> </tr> </tbody> </table>			Actions (✓)	Who	Details	Leaflets and verbal information on substances given			Information about support service given		Pastoral Support Plan		Onward referral to other service (✓)		Young Person Substance Misuse Service		PAD Referral		Social Services		Other _____	
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Other _____																						

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

Pupil and Parent/Carer Declaration

We agree that this is an accurate record of the discussion held and confirm that we have received a copy of this form

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

Appendix 4: **Substance Misuse Incident Letters**

Dear

SUBSTANCE MISUSE INCIDENT

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

The substance concerned was cigarettes.

Details of incident:

The school and Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child will be excluded from mainstream lessons / school for one day.

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available to support efforts to give up smoking.

Your child will return to mainstream lessons / school on:

Appendix 4: Substance Misuse Incident Letters

Dear

SUBSTANCE MISUSE INCIDENT

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

The substance concerned was:

Details of incident:

The school AND Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident the following sanction has been applied to your child:

Your child will return to mainstream lessons / school on:

We would like you to attend the re-integration meeting in school for your child

on ----- at -----

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school or other services can offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Appendix 4: Substance Misuse Incident Letters

Dear

SUBSTANCE MISUSE INCIDENT

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

This was a serious incident of substance misuse involving an illegal substance. The substance involved was

Details of incident:

The school and Denbighshire Local Education Authority view substance misuse extremely seriously and as a result of this incident your child will be excluded from school for 5 school days.

Your child will be excluded from school from

and will return to school on

The police and Local Education Authority have also been informed of the incident.

We would like you to attend the re-integration meeting in school for your child

on at

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support the school and other services can offer.

IT IS OF UTMOST IMPORTANCE THAT YOU AND YOUR CHILD UNDERSTAND THAT A SECOND OFFENCE INVOLVING AN ILLEGAL SUBSTANCE WOULD RESULT IN A PERMANENT EXCLUSION FROM SCHOOL.

Please confirm your attendance at this meeting.