

# **Bridgend Schools Substance Misuse Protocol**

## **2024-2027**

**Education, Early Years and Young People  
Directorate**

## Index

|  |                                     |
|--|-------------------------------------|
| Education, Early Years and Young People Directorate .....  | 1                                   |
| 1. Introduction .....  | 5                                   |
| 1.1 Background .....   | 5                                   |
| 1.1.1 Substance misuse is a complex problem that can have wide-ranging and harmful implications for the quality of life of individuals, families and communities. .... | 5                                   |
| 1.1.2 This protocol promotes the United Nations Convention on the Rights of the Child (UNCRC) Article 33: .....  | 5                                   |
| 1.2 Basic information about drugs .....  | 5                                   |
| 2. Supporting substance misuse education .....   | 6                                   |
| 3. Responding to substance misuse incidents in school .....  | 8                                   |
| 3.1 Confidentiality .....  | 8                                   |
| 3.2 The law and when to take action against substance misuse .....   | 10                                  |
| 3.3 Further guidance for managing incidents of possession, use or supply on school premises .  | 12                                  |
| 3.4 Guidelines for out of school activities .....  | 14                                  |
| 4. Additional information .....  | <b>Error! Bookmark not defined.</b> |
| 4.2 Police searches .....  | <b>Error! Bookmark not defined.</b> |
| 4.3 Record-keeping .....   | 15                                  |
| 4.4 Involvement of the governing body .....  | 16                                  |
| 4.5 Substance misuse and the family .....  | 16                                  |
| 4.6 Equality .....   | 17                                  |
| 4.7 Protocol awareness .....   | 17                                  |
| 4.8 Staff code of conduct .....  | 18                                  |
| 4.9 Medical emergencies .....  | 18                                  |
| 5. Drug related interventions with students in school settings .....   | 19                                  |
| 5.1 School counselling service .....   | 19                                  |
| Appendix 1 .....   | 21                                  |
| Appendix 2 .....   | 22                                  |
| Appendix 3 .....   | <b>Error! Bookmark not defined.</b> |
| Appendix 4 .....   | <b>Error! Bookmark not defined.</b> |

## **School Substance Misuse Protocol**

**Name of school: Maes yr Haul Primary School**

**Date of implementation: 30<sup>th</sup> September 2025**

**Review date: September 2028**

### **Rationale:**

The school will follow guidelines outlined in this protocol to manage any substance misuse related incidents.

The school is committed to the health and safety of all and will take action to safeguard their wellbeing.

The school acknowledges the importance of its pastoral role in the welfare of young people, and, through the general ethos of the school, will offer support and guidance.

For the purpose of this protocol and to maintain consistency substances will be referred to in this document as 'drugs.' Although there have been anecdotal reports of the stimulating effects of energy drinks, they are not covered in this protocol.

School grounds are smoke free - for additional clarity in regards to Smoke Free Grounds see: [Smoke-free law: guidance on the changes from March 2021 \[HTML\] | GOV.WALES.](#) Although not included in smoke-free law, this also includes to the use of e-cigarettes/vapes

### **Delivery of substance misuse education**

The aim of substance misuse education is to empower children and young people to make responsible, well-informed decisions about substances used and/or misused within society.

Children and young people require knowledge and information about substance misuse; this information should increase in breadth and depth over time.

At school, pupils will receive substance misuse education using approaches that provide:

- consistent accurate information presented simply and clearly;
- informative and accessible reading material;
- access to specialist services such as Barod, Youth Justice Services and South Wales Police, in addition to teachers;
- stimulating and enjoyable tasks; and
- appropriate challenges in an atmosphere, where they feel secure enough to play a full and active part.

On a local level, schools in Bridgend access support and guidance from BAROD, a third sector organisation that specialises in substance misuse support for both adults and young people.

### **Vulnerable children and young people**

Vulnerable children and young people may be more at risk of substance misuse than others. Substance misuse education should respond to the needs of such groups. For example, a young person may have started misusing drugs at an early age. The information requirements for this young person will be significantly different to that of someone their own age who has not been using substances.

Substance misuse education for this young person may be based around harm reduction. Therefore, substance misuse education must be developed and delivered with the target audience in mind.

### **Premises**

Schools are a drug and alcohol-free environment. This also covers the misuse of substances by pupils on and off school premises, including school trips.

For information on dealing with staff substance misuse, please refer to the local authority's Alcohol and Substance Misuse Protocol available on the intranet.

### **Confidentiality**

The school will adhere to the Data Protection Act (2018) which includes the General Data Protection Regulations (GDPR).

However, no guarantee of confidentiality can be made, and this will be made clear at the outset of any conversation with a student. Confidentiality cannot be kept, even against the wishes of the person confiding the information when necessary:

- where there is a safeguarding concern; and
- where the life of a person is at risk, or there is a risk of serious harm/or harm to others.

## 1. Introduction

### 1.1 Background

- 1.1.1 Substance misuse is a complex problem that can have wide-ranging and harmful implications for the quality of life of individuals, families and communities.
- 1.1.2 This protocol promotes the United Nations Convention on the Rights of the Child (UNCRC) Article 33:  
*Governments must protect children from the illegal use of drugs and from being involved in the production or distribution of drugs.*
- 1.1.3 Schools have a vital role in ensuring that young people are educated about drugs and alcohol, their effects and potential consequences. Schools must ensure they are equipped to deal with incidents of substance misuse. Management of such incidents should aim to minimise risk of harm to the individual and the wider community in both the short and long term. The protocol outlines the school's approach to drug education as well as appropriate responses to drug-related incidents.

### 1.2 Basic information about drugs

- 1.2.1 In this section the term 'drug' includes illegal substances, new psychoactive substances, prescription drugs and over the counter medicines, substances under a temporary banning order, solvents and alcohol.

#### 1.2.2 Different terms for drugs

Drugs may not always be given their 'correct' name, and these terms may vary depending on location. Don't be nervous about trying to establish what drugs a pupil is using. Even if pupils use slang terms, try to clarify the correct name.

#### 1.2.3 Legality: The Misuse of Drugs Act (1971):

**Class A:** these include cocaine and crack, ecstasy, heroin, LSD, methadone, methamphetamine (crystal meth), fresh and prepared magic mushrooms or any class B drug prepared for injection.

**Class B:** these include amphetamine (not methamphetamine), barbiturates, codeine, ketamine, synthetic cannabinoids such as Spice and cannabis (medicinal cannabis is now legal in the UK and can be prescribed by specialist doctors from 1st November 2018). All cathinone derivatives, including mephedrone, methylone, methedrone and MDPV were brought under control as Class B substances in 2010. Certain Class B drugs are reclassified to Class A

if they have been prepared for injection. These include amphetamines, cocaine dihydrocodeine and codeine.

**Class C:** these include anabolic steroids, minor tranquillisers or benzodiazepines, GBL and GHB, khat and BZP. Nitrous Oxide (NOS) is also a Class C drug.

1.2.4 Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act 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; and
- 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.

#### 1.2.5 **New psychoactive substances (NPS)**

In the UK, new psychoactive substances are prohibited by the Psychoactive Substances Act 2016. In the Act the meaning of 'psychoactive substance' is a substance that produces a psychoactive effect in a person if, by stimulating or depressing the person's central nervous system, it affects the person's mental functioning or emotional state. There are some exemptions to this such as caffeine, alcohol and nicotine.

## **2. Supporting substance misuse education**

2.1 Substance misuse education has been shown to be more effective when it is part of a whole school approach. We know that substance misuse can lead to further issues in school and within local communities. Proactive, informative sessions for young people can assist in reducing some of these concerns.

2.2 Teachers, youth workers and specialist services are best placed to lead and co-ordinate the delivery of effective educational programmes that can be enhanced with support from external agencies and should include:

- the implementation of a substance misuse protocol that is shared with the relevant parties (such as parents, governors);
- drug awareness raising events;
- governor training;
- teacher training;
- other school staff training (including, but not limited to, school nurses and counsellors); and
- peripatetic staff training.

### 2.3 In-school programmes and schemes

There are a number of programmes and schemes which are designed to assist school staff in delivering substance misuse education and to create a whole school approach to substance misuse. Opportunities to work alongside and learn from such schemes should be taken.

Barod substance use services provide free training to those working with young people. Training includes:

- young people and substance use;
- overdose awareness and Naloxone; and
- substance use awareness.

For information on training available with Barod, contact [training@barod.cymru](mailto:training@barod.cymru)

For information on harm reduction, you can access information here [Resources - Barod](#)

Further support can be accessed via Bridgend Youth Justice Service for one-to-one or group support.

### 2.4 South Wales Police Youth Engagement Service

South Wales Police (SWP) launched a new Youth Engagement Service from September 2024. Youth engagement officers (YEOs) will have an extended remit to engage with young people both in educational settings and beyond into the community. Having acknowledged stakeholder feedback, SWP have confirmed our investment in dedicated police officers that will be linked into all educational settings across South Wales. These police officers will continue to manage all School Crime Beat incidents in line with the School Crime Beat Protocol, utilising restorative approaches as appropriate.

YEOs will continue to support primary schools through engagement with year 6 pupils. They will focus on engaging with this year group according to key policing priorities in partnership with schools. This will ensure that schools are supported to

safeguard these children, recognising their increased vulnerability to risk/threat/harm as they transition from primary to secondary school.

### **3. Responding to substance misuse incidents in school**

All staff will have this protocol explained to them as part of their induction and they will know where to access a copy within the school.

Staff will have the opportunity to discuss the implementation of the protocol and, where necessary, further training and support will be made available.

The designated safeguarding person (DSP) will be provided with awareness training in drug and alcohol awareness and on the key points of the protocol during the implementation phase and will be required to support fellow school staff.

Staff should be comfortable and confident to implement the protocol and respond to substance misuse incidents accordingly.

Additional support is available through a Barod webchat for professional/pupil support, and this is available out of hours. This provides immediate access to one of Barod's trained support workers via a live webchat service. It is open to anyone who lives in Wales and can also point you towards your nearest drug and alcohol service. The live webchat service is open seven days a week – Monday to Friday 9am – 9pm and Saturday and Sunday 10am – 4pm. Please note that weekday evenings, 5pm – 9pm, and weekends, Barod's live webchat service is manned by English and Scottish colleagues, 'We Are With You'

Outside of these opening times, there is an option to leave a message, and someone will pick this up and aim to reply on the next working day. Please do not send urgent/emergency or time-sensitive messages. [Live webchat service - Barod](#)

Dan 24/7 operate a 24-hour 7-days a week service. In a crisis, please contact the Samaritans 116 123 or, if it's a medical emergency, dial 999.

The flow chart in appendix two should be referred to for a quick guide to responding to incidents. Copies of the flowchart should be made available to parents and students on the school website and displayed around the school.

#### **3.1 Confidentiality**

The school's main priority is the welfare of students. Relationships are developed and maintained through trust, respect and confidentiality.

Under the Misuse of Drugs Act (1971) there is no obligation to pass on information about a student's use or possession of drugs to the police, as long as the staff

member does not actively assist in an offence or obstruct the police in their duties or enquiries.

Occasionally, information given in confidence may be shared with other colleagues and professionals. A key example of this may be when a teacher suspects that a student may be at risk of significant harm or abuse as a result of their own or others' substance misuse.

When school staff consider there are grounds for breaking confidentiality, they must consult with their headteacher and designated senior person for safeguarding before taking any further action.

Wherever possible students should be made aware of the circumstances by which confidentiality has to be breached before taking any further action.

Careful judgement will be required in cases where staff believe they have a moral or professional duty to involve another agency either in a consultative or a supportive role. Often, it will be appropriate for staff in receipt of information about drug use to work with the pupil, providing information, advice or support as needed, without the need to disclose further.

Where staff are working in conjunction with other agencies, clarity needs to be sought regarding the confidentiality policies of those agencies.

Careful assessment of pupil safety must be undertaken when working with those living with parents who are drug users.

## **Procedures**

- School staff cannot offer a wholly confidential service. In certain situations, staff may be obliged to discuss matters with external agencies where there is a legal obligation to do so, even if this is against the pupil's wishes. For example, where there are potential child protection issues, (please refer to the school's Safeguarding Protocol).
- Pupils should be encouraged to give their informed consent to allow workers to share relevant information with other agencies, on a 'need to know' basis where such information sharing would benefit the pupil.
- All children and young people should be encouraged, wherever possible, to discuss their drug and alcohol use with their parents and carers. Evidence demonstrates that being able to discuss issues of drug and alcohol use openly with their parents is a protective factor for later drug and alcohol misuse.

## 3.2 The law and when to take action against substance misuse

### Possession

The school does not condone students bringing drugs or alcohol onto the premises. Where staff know or suspect that this is happening, they will take further action as detailed below.

### Law

The pupil is committing an offence if in possession of an illegal drug. The school, however, is not committing an offence by knowing or suspecting that a young person is in possession of an illegal drug. The school must not encourage or condone this behaviour and should always challenge it when they become aware it is taking place. If this behaviour is not challenged and the pupil then goes on to use or supply drugs, then the school could be at risk of committing a criminal offence.

### Procedures

- If the pupil is known or believed to be in possession of an illegal drug, they will be reminded that this means that they are committing an offence under the Misuse of Drugs Act (1971) and staff will highlight the legal risks that this carries for the young person.
- The designated safeguarding person for the school should be informed of the incident at the earliest opportunity to assist and provide support.
- The pupil should be asked to hand over the substance for destruction (see page 13 for further guidance on destruction). The police can be called for assistance or advice on this matter.
- Arrange to take account of the incident with the pupil with witnesses to establish facts and level of involvement of others.
- Parents/carers should be informed of any incident that takes place and information/referral to supporting agencies offered to both parent and child. When informing parents, the circumstances of the family should be considered, that is if there are child protection issues, it may be preferable to take advice from the school's designated senior person or the local authority Children's Services first.
- The Incident Recording Form should be completed, safely stored and sent to Pupil Services.

Note: although alcohol is not an illegal drug, it should not be brought onto school premises and students should be disciplined as detailed above and offered support.

### Use of substances on premises

Staff will need to seek advice from their DSP and possible action will need to be taken under the substance misuse protocol when they have concerns about drug related activity on school premises. Staff will always need to take action when they become aware of drug related activity in the neighbourhood and around the school.

## **Law**

Section 8 of the Misuse of Drugs Act 1971 places obligations on managers of premises to prevent certain activities on those premises. Any building within the school grounds would be identified as premises as would any yards, gardens, front steps, adjoining alleys or out-buildings. Other settings such as minibuses also constitute premises

Where staff know that illegal drugs are being consumed on the premises, they are obliged under Misuse of Drugs Act section 8, to take steps to stop it happening. Failure to do so would be an offence under the Act.

## **Procedures**

- While staff are on the premises, they will ensure that the building and surrounding areas are supervised effectively.
- All complaints from the public regarding drug related activity should be logged and investigated.
- Staff are not obliged to act in a way that would put their own or other pupils' safety at risk.
- The pupil(s) should be challenged immediately, unless there are real concerns about personal safety. In such a situation, the behaviour should be challenged at the earliest available opportunity.
- If the pupil is known or believed to have supplied or intended to supply illegal drugs to another, they will be reminded that this means that they are committing an offence under the Misuse of Drugs Act (1971) and staff will highlight the legal risks that this carries for the young person.
- This includes instances where a substance was offered via any communication channel. For example, verbal, written in text or online communication.
- Staff will not take possession of any substances that may be an illegally held drug unless it is to pass it on to the police or to destroy it.
- Staff will under no circumstances pass illegally held substances back to the pupil and/or parent/carer.
- Staff should always have another staff member present when taking possession of any substance from a pupil as a witness.
- If staff are unclear what a substance is, they should err on the side of caution and assume that it is an illegally held drug.
- The DSP or a member of the senior leadership team (SLT) confiscating the drug must not pass it on to another staff member but should take it to the police themselves or destroy it as soon as possible if advised by the police

- A referral to specialist drug and alcohol services should be considered for the pupil following discussion with parents/carers.
- If medical help is required, follow correct procedures listed under 4.10 Medical emergencies.
- If medical help is not required, the student(s) should be instructed to cease the activity immediately. If the pupil continues with the activity, then the member of staff should call the police for advice and assistance. Where appropriate, the young person should be advised of this.
- The designated safeguarding person for the school should be informed of the incident at the earliest opportunity to assist and provide support.
- Parents/carers should be informed of any incident that takes place and information/referral to supporting agencies offered to both parent and child. When informing parents, the circumstances of the family should be considered, that is, if there are child protection issues, it may be preferable to take advice from the school's designated senior person or the local authority's Children's Services first.
- Other staff should also be made aware of the incident and remain vigilant for reoccurrence
- Arrange to take account of the incident with the student with witnesses to establish facts and level of involvement of others.
- The Incident Recording Form should be completed and safely stored and sent to [SubstanceMisuse@rctcbc.gov.uk](mailto:SubstanceMisuse@rctcbc.gov.uk). Rhondda Cynon Taf commission substance misuse services on behalf of Cwm Taf Morgannwg in which Barod provide direct support.
- If incidents are reoccurring then more robust action may need to be taken in consultation with the headteacher, the DSP and the school governors.

### **Note**

This protocol addresses incidents that take place on and around school premises. While schools may not be legally liable under Misuse of Drugs Act (1971) for the surrounding areas, it is recommended that schools respond to local incidents such as drug dealing taking place near the premises by informing the police.

### **3.3 Further guidance for managing incidents of possession, use or supply on school premises**

- Always inform the designated safeguarding person or the headteacher at the earliest opportunity.
- Pupil(s) and belongings should be taken to a private room and supervised appropriately.

### **Interviewing students**

- Ensure any interview is carried out in the presence of an appropriate witness.

- Arrange for staff and other students involved to be interviewed as witnesses, to establish the facts of the incident and obtain corroboration.
- Make clear the limit of confidentiality.
- Incident Recording Forms must always be completed for any incident involving substance misuse in or around school premises and at out of school activities that the school has organised.
- Any notes taken during an interview must accompany the Incident Recording Form.
- Store completed Incident Recording Forms in a secure place.
- Be prepared to receive substance related equipment given by students.
- Inform of any incident as soon as possible and send a copy of the completed Incident Recording Form to [SubstanceMisuse@rctcbc.gov.uk](mailto:SubstanceMisuse@rctcbc.gov.uk)
- Misinformation on social media does pose as a risk and will need to be managed by the media officer.
- Once investigation has finished, consider the guidance held in this protocol with regard to involving other agencies.

**Do not:**

- ask leading questions;
- interrogate;
- accuse;
- make assumptions about guilt;
- detain a student in a locked room or without access to food or drink;
- pledge secrecy or keep substance related incidents to yourself (you alone cannot have an overview of the situation and risk factors); and
- rely on memory or general impressions, they may be inaccurate and make it more difficult for others to help/obtain evidence.

**Handing drugs to the police**

- Where the suggestion is made that supply may be taking place, the police should be involved immediately.
- Where a decision is made to take confiscated drugs to the police for destruction the police should be informed that a staff member is coming to the police station prior to setting off.
- Where the police suggest destruction on the premises, small quantities may be flushed down the toilet.
- Destruction should take place in the presence of the designated safeguarding person who can witness the process. A detailed record must be kept of the entire incident using the Incident Recording Form.

**Discarded needle/syringe or drug-related paraphernalia**

- Discarded needles, used syringes and other drug-related paraphernalia present health and safety implications for school staff and pupils.
- Discarded injecting equipment and paraphernalia should only be removed by persons appropriately trained to do so.
- The school should have agreed procedures to prevent physical contact with articles which may be contaminated with blood.
- Pupils must be strongly directed to avoid contact with needles and syringes and should report any incidents to the school substance misuse lead.
- Members of staff should not touch needles and should keep pupils away until professional assistance arrives.

**If any discarded needles, syringes or other drug related paraphernalia are found on or around school premises, please contact Bridgend County Borough Council on 01656 425001 and collection and safe disposal of the items will be arranged.**

Information on where your local needle exchange and how to dispose of used needles can be found here: [Needle Exchange - Barod](#)

If a needle stick injury (when the skin is pierced or punctured by a needle) does occur the following action should be taken:

- Encourage the wound to bleed, ideally by holding it under running water.
- Wash the wound using running water and plenty of soap.
- Do not scrub the wound while you're washing it.
- Do not suck the wound.
- Dry the wound and cover it with a waterproof plaster or dressing.
- Seek urgent medical advice at the nearest Accident and Emergency Department. Incidents involving drug paraphernalia of any nature should be reported to the local authority.

### **3.4 Guidelines for out-of-school activities**

This protocol also applies to any out-of-school activities that are organised by the school at which pupils are present (for example, school trips, sporting event, alternative curriculum).

#### **Prior to the event**

- Ensure pupils are fully aware of the rules regarding substance misuse.
- Write to parents explaining the school's protocol about drug and alcohol use during the event. Ask parents to reiterate this message to their children.
- Ensure parental consent forms disclose any medication needed.
- It is important that staff are clear about the law with regard to substances and young people. This includes the consumption of alcohol.

- For young people over 18 years who wish to consume alcohol at an out of school event any decisions are at the discretion of the staff responsible for them. It is up to the school to set rules regarding these matters.
- Where students do not follow the rules, they should be sent home if possible, or disciplinary action taken.
- A full written record of any incident should be made.
- Parents/carers should be informed of any incident that takes place during school activities. Any referral to relevant services should be discussed with parents and made with their consent. Please refer to School Safeguarding protocol for guidance on referral without parental consent.

#### **4. Additional information**

##### **4.2 Police searches**

###### **Law**

Police have the right to search premises in the following circumstances:

- with an obtained warrant or with the permission of the owner of the property or person concerned;
- when a delay in obtaining a warrant would be likely to defeat the ends of justice, for example, that evidence will be destroyed or removed; and
- without a warrant if the person is arrested at, or immediately after leaving the premise (when exercising this power, a police officer may only search to the extent that is reasonably required for the purpose of discovering any such evidence).

Police have the right to search (or stop and search) individuals without a search warrant or arrest if they suspect the individual of being in possession of drugs.

###### **Procedures**

- Schools will endeavour to maintain good, effective relationships with the police at all times.
- School staff will fully co-operate with the police as to how to manage these situations.
- In addition, the school designated safeguarding person will involve the police in any incidents where they feel police assistance is required.
- Concerns about police requests for other information or other issues should be referred to the school designated safeguarding person.

##### **4.3 Record-keeping**

###### **Law**

All records kept by schools could be used in a court case and could be an essential element of either prosecution or defence submissions.

Documents relating to substance misuse incidents have a degree of protection under the Police and Criminal Act (PACE) (1984). Section 12 of PACE concerns the protection of “personal records”.

### **Procedures**

- An incident folder will be maintained by the designated safeguarding person. This will include all completed Incident Recording Forms and related notes for drug related incidents.
- Copies of these forms will need to be submitted as soon as possible after the incident.

Copies should be emailed to [SubstanceMisuse@rctcbc.gov.uk](mailto:SubstanceMisuse@rctcbc.gov.uk)

### **Monitoring**

The Community Safety Department will monitor these reports and feed back to the Cwm Taf Morgannwg Community Safety Partnership Board.

## **4.4 Involvement of the governing body**

Headteachers should notify the chairperson (or vice chair if not available) of the governing body about any substance misuse related incident. This should be done in advance of any information being released.

Details should be provided in such a way that the identities of the pupil(s) are not disclosed. This will ensure:

- that confidentiality is preserved; and
- that the chairperson is not compromised or precluded from considering any subsequent decision of the headteacher to exclude the pupil from school.

## **4.5 Substance misuse and the family**

### **Involving parents and carers**

- All children and young people should be encouraged, wherever possible, to discuss their drug and alcohol use with their parents and carers.
- Where there is serious drug and alcohol misuse, and particularly if the young person lives with parents, outcomes are considerably improved where the parents can be constructively involved in any support and treatment plan.

- Drug and alcohol misusing young people can create many tensions and difficulties for their families. Parents, carers and siblings may need support in their own right.
- In exceptional circumstances it may be felt that it is detrimental to the safety of the young person to inform a parent/carer of substance misuse issues. In this case, advice should be sought from the school's designated senior person or the local authority's Children's Services.
- There are Fraser guidelines regarding disclosure and confidentiality: [Gillick competence and Fraser guidelines | NSPCC Learning](#)

### **Parent/carer substance misuse**

- Parent or carer substance misuse can have a huge impact on a young person.
- It is important where schools become aware that a student is experiencing difficulties because of substance misuse by other family members, they offer support for students and parents from local agencies.
- If there is evidence (or it is suspected) that a child may be at risk of significant harm as a consequence of substance use or misuse within the family, it will be necessary for a referral to be made in accordance with the authority's School Safeguarding Protocol.
- Barod have a children and young people 'concerned other' service and an adult 'concerned other' service which can be accessed via DASPA on 0300 333 0000. Resources are available on the Barod website available for concerned others looking for advice and support: "Leave the Light on Campaign" information on website: [Leave The Light On - Barod](#)

## **4.6 Equality**

All pupils have a right to be treated with respect, fairness and dignity by staff and other young people. The school will not tolerate abusive, threatening or offensive language or behaviour which discriminates against pupils who use drugs or alcohol. The school will treat this as a breach of the Equality Protocol.

## **4.7 Protocol awareness**

### **Procedures**

- Information regarding this protocol will be available for parents on the school website or will be distributed to parents via letters if the school does not have a website.
- Any questions regarding the protocol should be directed to the school's designated safeguarding person.
- Pupils and parents/carers need to be aware of the protocol and more importantly, understand it.

## 4.8 Staff code of conduct

### Procedures

- School staff must not use any controlled non-prescribed drug or alcohol during working hours. Such use will constitute a serious disciplinary issue and may result in dismissal.
- Staff should not work when incapacitated due to the effects or after-effects of such substances.
- Staff should adhere to the local authority protocol for the management of alcohol and substance misuse.

## 4.9 Medical emergencies

The procedure for an emergency applies when a pupil or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disorientated or who is believed to have taken a harmful toxic substance, should be responded to as an emergency.

The main responsibility is for any pupil at immediate risk, but the wellbeing and safety of others must also be ensured. Put into practice the school's first aid procedures. If in any doubt, call for medical help.

### Always:

- assess the situation: and
- in a medical emergency, send for medical help and carry out first aid procedures.

### Before assistance arrives

#### If the person is conscious:

- ask the person what has happened and to identify the drug used; and
- collect any evidence of what has been taken if safe to do so.

#### When medical help arrives:

- pass on any information available and any evidence of what has been taken; and
- complete an Incident Recording Form and as soon as possible as soon and return to [SubstanceMisuse@rctcbc.gov.uk](mailto:SubstanceMisuse@rctcbc.gov.uk). This service oversees Cwm Taf Morgannwg substance misuse services and will work closely with the local authority in respect of monitoring.

## **5 Drug-related interventions with students in school settings**

### **5.2 School counselling service**

School-based counselling has now become a statutory obligation for schools and local authorities throughout Wales as outlined under the Schools Standards and Organisation (Wales) Act, April 2013 (Year 6 transition and secondary schools).

Kooth is a free, safe and anonymous mental health service commissioned by the University Health Board for young people aged 11-18 living in Cwm Taf Morgannwg. Young people can sign up at [www.kooth.com](http://www.kooth.com) on any internet device. Once signed up, free, safe and anonymous support and counselling is available with accredited practitioners and counsellors.

#### **Interventions and the role of school staff**

School staff must ensure they offer support to a pupil who is involved with substance related issues. As detailed above the school counselling service is available to all secondary school students should they require it.

For information on local agencies that can provide information about drugs and alcohol and support to young people experiencing problems please contact Barod via DASPA on 0300 333 0000, the Cwm Taf Morgannwg drug and alcohol single point of access or [www.Barod.Cymru](http://www.Barod.Cymru).

In addition, we work in partnership with the Healthy Schools Team, Just B Programme, the local authority, the police, school nurse, the Cwm Taf Morgannwg Safeguarding Board, Children and Adolescents Mental Health Service (CAMHS), Social Services, YEPS, Ash Wales Cymru and Help Me Quit. See Appendix 3 for further resources of support.

### **5.3 Further support**

The local Community Safety Partnership has responsibility for dealing with substance misuse in the authority area and will be able to offer additional advice, support or information on drug or alcohol-related enquiries.

#### **Contact:**

[SubstanceMisuse@rctcbc.gov.uk](mailto:SubstanceMisuse@rctcbc.gov.uk)

#### **References:**

Welsh Government: Working Together to Reduce Harm (2008-2018)  
Welsh Government: Guidance on Good Practice for the provision of services for Children and Younger People who Use or Misuse Substances in Wales (2008)

v1.0

Welsh Government: Guidance for Substance Misuse Education' (2013)

Welsh Government: Inclusion and Pupil Support (2016)

Cwm Taf Morgannwg School Safeguarding Protocol (2022/23)

## Appendix 1

## Substance Misuse Incident Recording Form

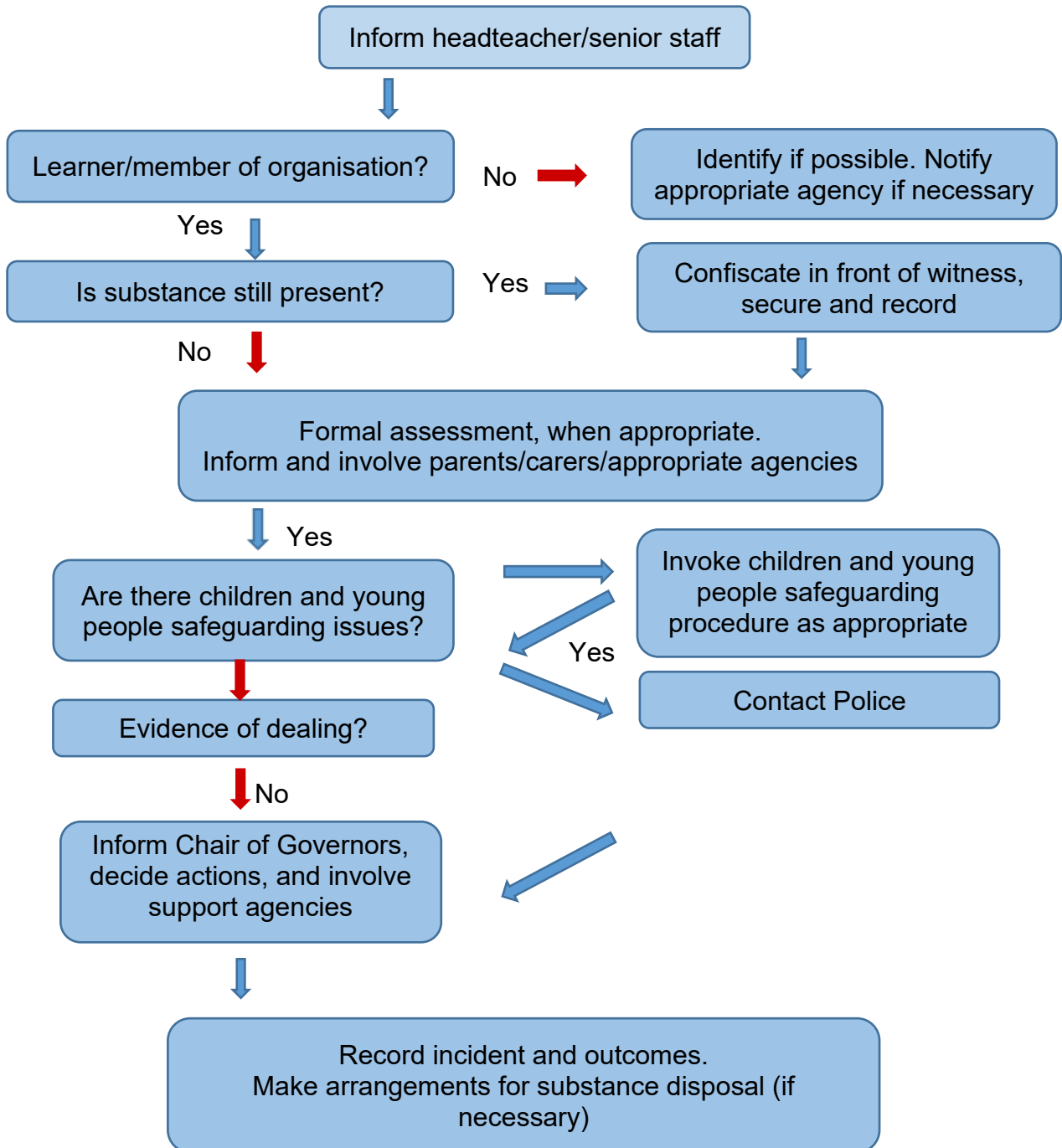
| School                           |  | Date of incident    |  | Date and time reported |  |
|----------------------------------|--|---------------------|--|------------------------|--|
|                                  |  |                     |  |                        |  |
| Reported by                      |  |                     |  |                        |  |
| Number of young persons involved |  |                     |  |                        |  |
| Description of incident          |  |                     |  |                        |  |
|                                  |  |                     |  |                        |  |
| Category of incident             |  | Action taken        |  | By whom                |  |
|                                  |  |                     |  |                        |  |
| Categories                       |  |                     |  |                        |  |
| 1                                |  | Drug related litter |  |                        |  |
| 2                                |  | Possession          |  |                        |  |
| 3                                |  | Supply              |  |                        |  |
| 4                                |  | Under the influence |  |                        |  |
| 5                                |  | Non learner member  |  |                        |  |
| Name/description of substance    |  | Amount/size         |  | Removed by             |  |
|                                  |  |                     |  |                        |  |
|                                  |  |                     |  | Where retained         |  |
|                                  |  |                     |  |                        |  |

This form should be stored securely when completed and a copy emailed to [SubstanceMisuse@rctcbc.gov.uk](mailto:SubstanceMisuse@rctcbc.gov.uk) for every incident.

Appendix 2

Response procedure: actual incident

This procedure covers both legal and illegal substances.



## Appendix 3:

| Key Stage | PSE Framework   | Wales National Curriculum Science Order   |
|-----------|---|---|
| 3         | Know the effects of and risks from use of a range of legal and illegal drugs (including alcohol and tobacco) and the laws governing their use | Pupils should be taught that the abuse of alcohol, and other drugs affect health                      |
| 4         | Know the pattern of drug use (including alcohol and tobacco) in their community and beyond and where to get help, information and advice      | Pupils should be taught the dangers of contracting HIV and hepatitis by the use of intravenous drugs. |

## Curriculum for Wales 2022

The following table provides a breakdown of the descriptions of learning within the [Health and Well-being Area of Learning and Experience](#) with regard to substance misuse education.

| Developing physical health and well-being has lifelong benefits |           |  |
|---|-----------|--|
| <b>Progression step</b>   | <b>1:</b> | 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.   |
|   | <b>2:</b> | 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.   |
|   | <b>3:</b> | 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 myself.                           |
|   | <b>4:</b> | I can explain the behaviours, conditions and situations that affect my physical health and well-being, and, through my actions, I can respond to and/or manage these in order to actively reduce the risk of harm to myself and to others. |
|   | <b>5:</b> | I can apply my knowledge of the behaviours, conditions and situations that affect my physical health and well-being, to keep myself and others safe.   |

|  |  |  |
|--|--|--|
|  |  | I can safely intervene, using learnt techniques, when others' physical health is at risk.  |
| <b>Our decision-making impacts on the quality of our lives and the lives of others</b> |  |  |
| <b>Progression step</b>  | <b>1:</b>  | I have an understanding that things can be safe or unsafe.   |
|  | <b>2:</b>  | I can identify and assess risks.   |
|  | <b>3:</b>  | I can make considered decisions, taking into account available information, including past experiences.<br>I can recognise that some decisions I make will have a long-term impact on my life and the lives of others.<br>I can understand that decisions can be made individually and collectively, and that they can be influenced by a range of factors.<br>I can identify and assess risks, and I can take steps to reduce them. |
|  | <b>4:</b>  | I can research, examine, and evaluate a range of evidence to make considered and informed decisions.<br>I can consider relevant factors and implications when making decisions individually and collectively.<br>I can anticipate, assess, and manage risks.   |
|  | <b>5:</b>  | I can critically evaluate factors and implications, including risks, when making decisions individually and collectively.  |
| <b>Links with other areas of learning and experience</b>                               | <b>Science and technology:</b> how lifestyle choices can impact the human body (including diet, drug use and exercise)   |  |
| <b>Links to the United Nations Convention on the Rights of the Child (UNCRC)</b>       | The school will fully uphold the Rights of the Child with specific reference to substance use and misuse:<br><b>Article 12:</b> You have the right to say what you think in all matters affecting you and for your views to be taken seriously<br><b>Article 33:</b> You have the right to be protected from illegal drugs |  |

## Resources

A variety of resources are used to support the Substance Misuse Educational provision. These include;

- [DAN 24/7](#) – this offers an up-to-date resource of all substances.
- [Talk to Frank](#) – honest information about drugs
- Social and Emotional Aspects of Learning (SEAL) [for Secondary Schools](#) and for [Primary Schools](#)
- [School Beat web site](#) – the All-Wales school liaison programme
- [Keys to smoking teaching resource](#)
- [Healthy schools substance use and misuse toolkit website](#)
- [Steroids and image enhancing drugs \(SIEDs\) toolkit](#)

An extensive list of resources is available from the Cwm Taf Morgannwg Healthy Schools Team.