



# Substance Misuse Policy

## Policy

Substance Misuse Policy

## Headteacher

Chris Stokes

## Policy Review Dates

Review Date	Changes made	By whom	Date shared with staff
September 2021	New Policy - Full adoption of the LA template policy.	TKE	September 2021
February 2024	Updated using NYCC guidance	TKE	February 2024
January 2026	No changes, review only	CST	January 2026

Date ratified by Governors	Review Date
January 2026	January 2028

## Aims of this Policy

The purpose of this policy is to confirm our whole school approach to substance related issues and to our education of pupils around these issues. The policy reflects the needs, ethos and responses of the school.

This policy incorporates advice from the following documents:

- 2017 Drug Strategy, Home Office <https://www.gov.uk/government/publications/drug-strategy-2017>
- Drug Advice for Schools from the Department for Education and the Association of Chief Police Officers (2012). <https://www.gov.uk/government/publications/drugs-advice-for-schools>
- Screening, searching and confiscation. Advice for headteachers, staff and governing bodies (DfE 2018) <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- Reviewing your drug and alcohol policy – a toolkit for schools. Mentor UK <http://mentor-adepis.org/reviewing-your-drug-and-alcohol-policy-a-toolkit-for-schools/>
- Quality Standards for effective alcohol and drug education. Mentor – ADEPIS (2017 updated in line with the 2017 drug strategy) <http://forms.mentor-adepis.org/schools-introduction/>
- Police in the Classroom – A handbook for police and PSHE teachers. PSHE association and National Police Chief Council <https://www.pshe-association.org.uk/sites/default/files/u26918/CYP%20police%20in%20the%20classroom%20handbook.pdf>

## Definition of substances

- All illegal drugs -those controlled by the Misuse of Drugs Act 1971 which now includes novel psychoactive substances (previously known as legal highs)
- All legal drugs including alcohol, tobacco / e-cigarettes, volatile substances, alkyl nitrites (poppers)
- All over the counter and prescription medicines (misuse of).

It is recognised that there is no such thing as a safe substance and any substance use has associated risks and benefits. For simplicity this policy refers to:

- 'substance use' as the use of any drug legal or otherwise
- 'substance misuse' as drug use which leads or has led to a pupil 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' is where the individual has little control over their behaviour, they are frequently and regularly under the influence of a substance and they present as a problem for themselves or the environment in which they exist.

## Who this policy will apply to, where and when

This policy applies to the school buildings and grounds and is equally applicable to all people including pupils, staff, governors, adults, visitors, contractors using the site at any time. It also covers activities with pupils for which the school is responsible (including trips, visits and residentials) and any form of transport used specifically for school purposes.

The policy will inform the school's response when non-criminal behaviour occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school e.g. travelling to or from school, wearing school uniform or in some other way identifiable as a pupil at the school.

### **The school's stance on substance**

Bedale High School does not permit the misuse of substances nor the use or presence of unauthorised substances on site or associated with any activity, anywhere, for which the school is responsible. Substance misuse incidents will be dealt with fairly with the well-being, health and safety of the whole school community being paramount as well as acknowledging the pastoral needs of individual pupils.

Exceptions to this may occur for certain pre-organised events e.g. a PTA Cheese and Wine evening for parents. For such events, only alcohol in sealed containers may be brought on the premises by prior arrangement, and for special functions, authorised by the governors or via delegated powers. Alcohol must only be handled by adults over the age of 18. It must be securely stored and removed from premises as soon as practicable after the event.

### **Roles and responsibilities of Governors (including information around the issue of Parental Consent)**

Governors are responsible for the approval of this policy, ensuring it is disseminated to the wider school community and for reviewing the effectiveness of the policy. This includes ensuring the statutory requirements of Keeping Children Safe in Education (Sep 2021) and other safeguarding responsibilities are being met. The governing body will ensure that appropriate substance misuse support is available for pupils to access either on or off the school site.

The governing body, in co-operation with the Headteacher, is also expected to involve pupils, health and other professionals to ensure the substance misuse curriculum is being effectively taught and addresses the needs of pupils, local issues and trends. The governing body will continue their involvement through regular evaluation of provision and policy.

The governing body have agreed to the school's stance on parental consent which is in line with the recommendations from Compass Reach/Phoenix, and with the guidance from the National Treatment Agency. It is summarised here:

Usually, young people over 16 should be able to consent to treatment and confidentiality. The Fraser guidelines (1999) identify that young people under the age of 16 can consent to medical advice and treatment, provided that:

- They understand the advice and have the maturity to understand what is involved
- The professional cannot persuade them to inform the person who holds parental responsibility or allow the professional to inform that person
- Their physical or mental health will suffer if they do not have treatment
- It is in their best interests to give such treatment without parental consent
- In the case of contraception or substance misuse, young people will continue to put themselves at risk of harm if they do not have advice or treatment (Fraser guidelines (Mental Health Act 1983 Code of Practice 1999) quoted in SCODA 2000)

We will always encourage the young person to involve their parents. However if they do not want to do so and they meet the above criteria then a referral can be made without parental consent. Safeguarding and the best interests of the young person are paramount, particularly if they are engaging in risk taking behaviour and require support to address this.

### **Roles and responsibilities Headteacher**

The Headteacher has responsibility for the day-to-day management of all aspects of the school's work, including teaching and learning. The Headteacher's responsibilities in respect of substances are:

- Support the Governors compliance with the substance misuse aspects of the Keeping Children Safe in Education, September 2021 documentation
- Provide a safe place of work for all staff and pupils and as such takes responsibility for this policy, its implementation, and for liaison with the governing body, parents and appropriate outside agencies
- Keep the governing body fully informed of provision, issues and progress around substance issues
- Liaise with the PSHE subject lead to ensure the effective delivery of the substance misuse education within the curriculum is being monitored
- Also effecting planning of the taught PSHE curriculum to ensure that these topics are revisited – and also the additional areas of the curriculum (through collaboration with HoKS) e.g. tutor time sessions and assemblies
- Ensure that the school act upon any concerns which may arise from pupils' substance misuse behaviours.

### **Roles and responsibilities of identified member of the senior leadership team**

Alison Knight is the identified member of the senior leadership team who manages any substance misuse incident that happen on or off the school site. She will have access to appropriate training to support this role and be able to liaise with Compass REACH/Phoenix who provide substance misuse support for pupils aged 9 upwards in North Yorkshire. All substance misuse incidents should be logged and monitored and consideration given to any updates in whole school provision, the substance misuse policy, curriculum and staff training.

### **Roles and responsibilities of the whole staff team**

Substance misuse is a whole school issue. All staff, both teaching and non-teaching, should be aware of the policy and how it relates to them should they be called upon to deal with a substance misuse related incident. This includes lunchtime supervisors, caretakers and cleaning staff. All new staff should be made aware of the policy and procedures. Staff training needs around substances should be assessed as part of a training plan for staff, especially in relation to a school implementing their safeguarding duties.

The PSHE subject lead will be responsible for ensuring that teachers contributing to substance misuse education in the curriculum have access to support and training should they require it. The PSHE lead is responsible for being aware of the most up-to-date guidance with regards the delivery of this area of the curriculum – and this is ensured the attendance of the termly PSHE Network meetings ran by NYCC. Staff should have access to continuing professional development opportunities to ensure they can deliver effective substance misuse education and this will be cascaded as appropriate in whole staff CPD sessions, training days and through staff briefings.

### **Roles and responsibilities of PSHE subject lead**

Bedale High School has a PSHE subject lead (Andy Childe) who is responsible for all aspects of the subject including education on substances. He is responsible for:

- Ensuring the implementation and quality of a whole school long term and medium term scheme of work for PSHE that incorporates effective education on substances

- Ensuring the curriculum will be meeting the statutory requirements of the Relationships, Relationships and Sex Education and Health Education curriculum that is statutory for all schools (September 2020 and includes education on drugs, alcohol and tobacco / e-cigarettes
- Ensuring that all staff are confident in the skills to teach and discuss issues related to substances
- Considering the needs of all pupils, and to achieve this, recognising that the school might need to address some specific issues
- Consulting with pupils to inform provision around education on substances, including using the school's Growing up in North Yorkshire survey results, for example via the School Council.
- Accessing appropriate regular training
- Regularly monitoring the curriculum organisation, planning and resources across the school
- Ensuring procedures are in place for assessment, monitoring and evaluation of the education on substances
- Liaising with any service provision to effectively support aspects of the education on substances

### **Roles and responsibilities of pupils**

- Pupils at Bedale High School are not allowed to use substances at school or whilst engaged in any off-site activity representing the school, for example, any educational visits, trips abroad and work experience
- Pupils must not use substances whilst travelling to or from school when in BHS school uniform
- Pupils will be asked to contribute to the review of the substance misuse policy through feedback about the education provided and if it is meeting their needs
- Pupils should be able to remain in education and access support for substance misuse issues that they self- identify or that are identified through support

### **Roles and responsibilities of parents / carers**

Parents will be informed about and encouraged to support the school's education on substances and have access to this policy and the school's PSHE curriculum on the school website. Bedale High School will ensure that parents have up-to-date information regarding substances such as signposting to support through the school website. Parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this right.

These following websites provide supporting information for parents / carers to enable them to access information about a range of substances but also information about how to talk to their children about these important issues. This information will be available on the school website for parents/ carers to access alongside information about support service in North Yorkshire for young people to help with substance misuse issues.

Talk To Frank [www.talktofrank.com](http://www.talktofrank.com)

- Information on a range of substances both legal and illegal
- Information on how to talk to your child about these issues

Drinkaware <https://www.drinkaware.co.uk>

<https://www.drinkaware.co.uk/advice/underage-drinking/how-to-talk-about-alcohol/>

North Yorkshire Healthy Child Team

<http://www.northyorks.gov.uk/article/30679/Prevention-service>

Compass REACH (North Yorkshire)

<http://www.compass-uk.org/compass-reach/>

- Raising awareness and providing information about alcohol, health issues, legislation and drinking
  - Has a specific section aimed at parents / carers about how to talk to your child about alcohol – including a short film
  - The healthy child service links health, education and social care to improve the health of all children aged five to 19 (up to 25 for SEND). It plays an important role by working with school and families to address the health needs of children and young people.
- Compass REACH is a specialist service that works with children and young people aged 9 – 19 (and up to 25 for those with special educational needs or disabilities) who have been screened as having moderate or high levels of need with regard to substance misuse/alcohol. This has more recently been re-organised to Compass Phoenix.

*(Further websites are available. The ones listed were correct at time of release January 2019)*

### **Roles and responsibilities Caretaker / cleaning team**

Any substances or paraphernalia found will be recorded and reported to the designated member of the SLT and dealt with in accordance with this policy.

### **External agencies**

Whilst the responsibility for organising and delivering most of the education on substances rests with the school, there may be times when an external contributor can add value and bring to the classroom additional experience, skills or knowledge that teachers may not always have. In these cases, the school will ensure that the content being delivered is age appropriate and tailored for the audience. School will ensure that at all times a teacher is present when an external contributor is working with pupils. All external visitors will have a Disclosure and Barring Service Check (DBS).

### **Young people's substance misuse support services**

Bedale High School will offer support to any students with substance misuse issues. This is likely to come through a combination of in-school and external sources. Our emphasis will be on early support wherever possible, using partners in organisations such as the Healthy Child Team and Compass Reach/Phoenix (see further information below). Internally, the pastoral team will be available to offer support and advice, working with students and parents. Students will be signposted and reminded about how they can self-refer issues either to staff or to external support services. Please also see the section on Parental Consent within the Roles and Responsibilities of Governors section of this policy.

**Healthy Child Team (HCT)** The healthy child service links health, education and social care to improve the health of all children aged five to 19 (up to 25 years with SEND). It plays an important role by working with school and families to address the health needs of children and young people. They work with parents, carers, teaching staff and other agencies to give confidential health advice and support to children, young people and families and support wider public health interventions including: substance misuse. They



support children and young people who may find it difficult to access services. As a community-wide service, they have the flexibility to provide support in unique situations when the need arises. The HCT practitioners have significant local knowledge which enables them to signpost and refer children, young people and families to other sources of help and advice.

For further information including up to date referral contact details and forms please contact the customer contact centre email: [children&families@northyorks.gcsx.gov.uk](mailto:children&families@northyorks.gcsx.gov.uk) or by phone: 01609 780780. If any requests/referrals are marked clearly HEALTH, then they go straight to the HCT teams.

Compass REACH/Phoenix is the specialist young people's drug and alcohol treatment provider for North Yorkshire and works with children and young people aged 9 – 19 (and up to 25 for those with SEND) who have been screened as having moderate or high levels of need with regard to substance misuse/alcohol.

The service also works with children and young people who may benefit from receiving early help and prevention work in relation to emotional wellbeing and mental health issues.

To access an up-to-date referral or to discuss a referral, contact:

Compass

REACH County

Hall

1 Racecourse Lane

Northallerton DL7 8AD

Secure\* email address: [compass.reach@compassuk.cjsm.net](mailto:compass.reach@compassuk.cjsm.net)

\*NB Secure email address (should be used whenever possible to ensure confidentiality – you will need a CJSJ account for this)

E-Mail – [NYRBS@compass-uk.org](mailto:NYRBS@compass-uk.org)

Website: <http://www.compass-uk.org/compass-reach/> Telephone

Number – 01609 777662

Freephone Number – 0800 008 7452

OR

Compass – Service to Improve Health and Wellbeing

Registered Office: Compass 2nd Floor, Kensington House, Westminster Place, York Business Park, York, YO26 6RW | 01904 636374 | [www.compass-uk.org](http://www.compass-uk.org)

### **The school's approach to education on substances**

Bedale High School have a very experienced PSHE lead (Andy Childe) who is also currently a member of the senior leadership team. He ensures that we adopt a range of approaches, based on evidenced good practice, with the intention of educating pupils around substance related issues, but also to build pupils' resilience to the risks to which they may be exposed so that they have the confidence and skills to face and deal with these risks.

Most of the targeted delivery on substance related issues will come through PSHE lessons which are timetabled slot (1 hour per week) and are delivered by Form Tutors. The overview for our PSHE curriculum can be seen on the school's website here: <https://bedalehighschool.org.uk/wp-content/uploads/2021/08/PSHE-Curriculum-Map-2021-22.pdf>.

More details on the BHS PSHE curriculum can be seen here: <https://bedalehighschool.org.uk/need-to-know/curriculum/>.

Mr Childe works closely with our Heads of Key Stage to coordinate themes and weekly year group assemblies so that key content is re-visited rather than just relying on one-off taught sessions.

In line with guidance, we employ a range of proven strategies including the following:

- Social competence approaches offering information but also allowing pupils to model and practice giving feedback and positive reinforcement. These approaches teach personal and social skills (coping, decision making and resistance skills), as well as cognitive skills to be able to resist media and interpersonal influences. They also increase assertiveness skills and competence and to interact with others. This can help them better manage relationships and situations where drugs may be present
- Exploring attitudes and values, and developing and practising skills (likely to be more beneficial than information-giving alone)
- Normative approaches- correcting the 'myths-everyone drinks and takes drugs' and use local data to show how uncommon substance misuse is amongst young people and followed up with teaching practical refusal skills
- Education needs to be deployed early enough to be preventative (before young people experiment) but also to be relevant and age-appropriate
- Peer educators should be involved in drug education
- Providing a series of structured sessions once a week with booster sessions over several years and provided by trained members of staff
- Using interactive teaching and learning

**Managing substance-related incidents. The following sections give further details on the school's responses to such incidents.**

***What to do in the event of finding a substance:***

1. Take possession of the substance ideally with an adult witness present and inform Mrs Knight, Mr Kelly or another member of the senior leadership team. Staff are permitted to take temporary possession of what may be an illegal drug for the purpose of preventing an offence being committed or continued in relation to that drug.
2. In the presence of an adult witness the article should be packed securely and labelled with the date, time, quantity (e.g. two cannabis joints, packet of powder equivalent to the size of fifty pence piece) and place of discovery.
3. The package should be signed by the person who discovered it and the witness and stored in a secure place, such as a safe or other lockable container with access limited to senior members of staff.
4. If the substance was not discovered on a person or in their possessions, assess the area where the substance was found to establish if any pupils have passed through the area and may have picked up/ taken the substance. Speak to relevant staff, perhaps make pupils aware and parents if necessary. Watch for any unusual behaviour in the pupils.
5. Make arrangements to hand the package over to police unless there is a 'good reason' for not doing so. The government's guidance for schools on drugs, January 2012 states that in determining what is a 'good reason' for not delivering controlled drugs to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized item. Staff should not attempt to analyse or taste any found substance. If the police are informed they will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken.
6. Record full details of the incident, including the police incident reference number if the police have been informed.
7. Inform parents/carers, unless this is not in the best interests of the pupil(s)



8. Identify any safeguarding concerns and develop a support and behaviour response. The school's response to a substance incident should be consistent with the ethos of the school. Responses to any substance related incident should be proportionate, balancing the needs of the individual with those of the wider school community. The aim should be to provide pupils with opportunities to learn from their mistakes, develop as individuals and re-engage with the learning process to fulfil their potential. However, it is likely that appropriate punitive action will also be taken by the school as part of this response.
9. Make a referral to Compass REACH/Phoenix, the young people's substance misuse service. Compass REACH will see young people aged 9-19 with a substance misuse issue. <http://www.compassuk.org/compass-reach/>.

#### **What to do in the event of finding or suspecting a pupil is in possession of a substance:**

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of protecting a pupil from harm and to prevent an offence committed in relation to that drug.

1. Request that the pupil hand over the article(s) preferably in front of another adult witness.
2. Having taken possession of the substance/paraphernalia, the procedure should be followed as above (finding a substance).

#### ***Searching and Confiscation:***

*(Further information available in the document; Screening, searching and confiscation. Advice for Headteachers, staff and governing bodies. Dfe 2018)*

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Headteachers can decide not to use these powers. Prohibited items include drugs and alcohol.

Authorised members of staff have the power to search where a pupil refuses a reasonable request to, for example, turn out their pockets, but this does not impose any duty upon members of staff to carry out a search.

- A person can only carry out a search if it is the Headteacher of the school or they have been authorised by the Headteacher to carry out the search. Staff can refuse to carry out searches
- School staff are not legally required to undergo any training prior to being authorised by the Headteacher to search pupils
- Teachers have to have reasonable suspicion that the pupil has a prohibited item and the search should take place on school property, or where the member of staff has lawful charge of the pupil, for example on school trips or in training settings in England
- Where reasonably practicable, the person searching should also be the same gender as the pupil
- The pupil may not be asked to remove any clothing other than outer clothing (clothing not touching skin or underwear)
- Possessions means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags. Pupil's possessions can only be searched in the presence of the pupil and another member of staff
- The school does not require the consent of a parent/carers to carry out a search nor do they need to inform parents when a search has been carried out. There is no legal requirement to make or keep a record of a search. Though it would be good practice to do so

- The power allows school staff to search for substances they reasonably believe are illegal but which may, after testing, be found to be legal
- If alcohol is found it can be retained or disposed of. Disposing of alcohol does not include returning it to the pupil.
- If drugs are found they must be handed to the police unless there is 'good reason not to'. In this instance they must be disposed of if it is safe to do so and will not put anyone at risk. If it is unclear if they are legal or illegal they should be treated as illegal. In determining what is a 'good reason' for not delivering controlled drugs to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized item.

***Procedures for managing a pupil suspected to be under the influence of a substance:***

Staff are expected to stay calm and to place the pupil in a quiet area. Do not leave them unsupervised. Seek medical advice, if the child is drowsy or unconscious place in recovery position, loosen tight clothing and attempt to establish what the child has taken. Any suspected substances should travel via an adult with the pupil if removed for treatment. Vomit should be safely collected where possible and also taken with the pupil (for analysis). Contact the pupil's parents/carers.

***Procedures for managing a parent/carers suspected to be under the influence of a substance when collecting their child(ren) and parental use of substances:***

If a member of staff has concerns about a parent or carer's substance misuse they should immediately inform the senior member of staff within their establishment that has responsibility for safeguarding. This designated individual will then follow the school's child protection / safeguarding policy.

However, there may be occasions where an immediate, urgent call needs to be made to the police (999) because it is judged that a child or another person (including yourself) may be imminently at risk of serious danger. Examples include:

1. Where an intoxicated parent is behaving violently or is threatening violence such that the belief is that the threats may be carried out thus compromising the immediate safety or care of a child, or;
2. Place others in danger by driving a car whilst unfit through drink or drugs

***Suspected substance misuse use off the school premises:***

Under the DfE guidance on behaviour and discipline schools should consider their response to incidents that happen outside the school gate where they:

- could have repercussions for the orderly running of the school
- pose a threat to another pupil or member of the public
- could adversely affect the reputation of the school.

In all of these circumstances the headteacher should also consider whether it is appropriate to notify the police in their local area of the actions taken against a pupil. In addition, school staff should consider whether the behaviour may be linked to the child suffering, or being likely to suffer, significant harm. In this case the school staff should follow its safeguarding policy.

### ***Agreed protocols about when to contact the police (Agreed with North Yorkshire Police):***

There is no obligation on schools to inform the police about substance-related incidents or to disclose the name of a pupil involved in a substance related incident on their premises if there is a 'good reason not to'. In determining what is a 'good reason' for not contacting the police, the member of staff should take into account all relevant circumstances and use their professional judgement. If a pupil is found in possession of and/or believed to be supplying suspected illegal drugs on the school premises it is good practice to inform the police as a school cannot knowingly allow its premises to be used for 'administering or using a controlled drug, which is unlawfully in a person's possession'.

Whilst the police's response to incidents require officers to follow set procedures, Government policy and North Yorkshire Police policy allow officers discretion and a degree of flexibility in dealing with drug-related incidents in schools. Schools are not obliged to give full details of any incident and there are occasions when seizure of the substance may be the only police action required. The wishes of the school will be carefully considered and a variety of options are available, depending on the individual circumstances of the case.

### ***Incidents involving illegal drugs in which police may be involved:***

- drugs/associated paraphernalia are found on school premises
- a pupil is found in possession of drugs/associated paraphernalia
- a teacher suspects a pupil of being under the influence of drugs
- a teacher has information that the supply of or sales of alcohol/cigarettes/volatile substances to underage young people and/or the supply of illegal substances/NPS are taking place in the local area/ outside the school premises
- school wishes to inform the police of a drug-related incident which has been resolved internally
- a pupil discloses their drug misuse; their parents/carers/relatives/friends are misusing/selling drugs
- child protection/safeguarding concerns arising from family drug use.

### ***Police should be involved in cases where:***

- a pupil is found to be supplying drugs on school premises or during the school day

SCHOOL'S DECISION	WHO TO CONTACT	POLICE RESPONSE
Aim to deal internally. Advice required with incident	Contact local Youth Intervention Officer, or dial 101 (non-emergency)	Advice for the schools on their options and discussion regarding further support. If it is a very serious incident the police may want to respond officially.
For police to respond to a minor incident in 'slow time'	Contact North Yorkshire Police central switchboard: 101 – non-emergency contact	The incident will be recorded and an officer deployed in line with policing priorities.
For police to respond to a serious crime or incident in 'fast time'	Always dial 999.	This will be an immediate or quick response by police officers. Their primary concern is the safety of the public and the investigation of crime. They will arrest suspects if they consider it necessary.

Pupils found in possession of illegal substances on school premises might not be arrested, but should be assessed, and referred to Compass REACH/Phoenix- the young people's substance misuse service, as appropriate, and dealt with through the school own disciplinary procedures. The school should keep a record of any decisions made.

If police attend an incident at a school an appropriate adult should always be present during interviews, e.g. parent/carer, teacher, social worker etc. Every effort must be made by the school to contact parents/carers before their child is interviewed and to invite them to attend immediately unless a professional judgement has been made that to do so may jeopardise the welfare of the pupil.

If formal action is to be taken against a pupil police will normally arrange for the pupil to attend a local police station with their parents/carers. Only in exceptional circumstances would an arrest be made on school premises. When it has been agreed to record an incident as a crime following discussions with the designated member of staff at the school who manages drug incidents a detailed record is made by both the school and the officer of the actions taken.

### ***Investigating, recording and supporting a substance-related incident***

Incidents should be reported to Mrs Knight in the first instance, or another member of the senior leadership team. Subsequent actions will then be agreed and carried out by relevant staff (probably using a combination of SLT and the pastoral support team).

Student and staff statements will be taken and actions carried out in line with the 'Managing Substance Related Incidents' of this policy to ensure that accurate records are kept, swift and supportive actions are taken with the pupil and any necessary follow-up is planned in terms of communication with parents, external agencies, the police. This may also include disciplinary action being taken against the pupil.

### ***Responses to a substance related incident:***

When considering an substance misuse related incident involving a pupil(s), BHS will take into account the nature of the incident, the age of the child and if there is a need to involve any partner agencies. The vulnerability checklist can provide a wider understanding of a range of risk factors that may be impacting on children and young people and can be seen here: <http://www.safeguardingchildren.co.uk/vcl-v3>

All pupils involved in a substance related incident should at an appropriate time and place have an informal conversation sensitively conducted about the incident and be provided with further information about substances and have access to further support either within the school or by outside agencies such as Compass REACH/Phoenix the young people's substance misuse service  
<http://www.compass-uk.org/compassreach/>

If a pupil attends a local Accident and Emergency Department (A&E) with a drink or drugs related concern, the healthy child team will receive information from A&E. They are then able to follow up the pupils and offer additional support and guidance, including to parents if required. Further support can be obtained from Compass REACH/Phoenix.

If rumours of substance misuse are disclosed the Headteacher or DSL should be informed – they should assess the information and decide whether further action is to be taken.

***Exclusion for substance-related incidents:***

The Headteacher will carefully consider the individual circumstances around any substance-related incident, and around the pupil/s involved, before making a decision as to whether a suspension or permanent exclusion is an appropriate part of the school's response to the incident. Any decision made to suspend or exclude a student will be made in line with upholding and/or defending the school's core values and ethos, taking into account both the needs of the individual pupil/s involved, together with the safeguarding of the wider school community.

The school will consider alternatives to suspension and exclusion when appropriate, and ensure that there is sufficient flexibility to allow pupils to remain in school, monitored with risk assessments in place where necessary. School will also provide appropriate opportunities for individuals to re-engage with the learning process and with restorative actions.

If needed, referral to an appropriate agency will be part of the school's response.