Holy Cross Catholic Primary School

Wirral Schools
Drug Policy and Procedures Template

This policy was adopted/reviewed on: March 2021

This policy is due for review on September 2021

Signed: C. M. Higgins (Headteacher)

School / College logo to be added

NHS Wirral Community Health and Care NHS Foundation Trust

WIRRAL

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KEY CONTACTS

Role:	Name/ Details:	Contact:
Designated School Safeguarding Lead	Clare Higgins	0151 652 8454
Linked School Nurse	Catherine Davies	0151 652 8454
Wirral Schools Drug Adviser (SDA) Primary & Secondary Lead **Barnardo's Health and Wellbeing Service**	Lea Sloan	W: 0151 650 5488 M: 07703380957 lea.sloan@barnardos.org.uk
Health Services in Schools **(Youth Workers)** Team Leader (Universal / Targeted Services)	Michelle Langan	W: 0151 666 3780 M: 07769967607 michellelangan@wirral.gov.uk
RESPONSE Manager (Targeted / Specialist Service)	Alistair Smith	0151 666 4123 AlistairSmith@wirral.gov.uk
Substance Misuse Programme Coordinator Barnardo's Health & Wellbeing Service (Universal & Targeted Service)	Jackie Gray	W: 0151 678 7790 M: 07885478571 jackie.gray@barnardos.org.uk
Integrated Front Door Wirral Children's Social Care	Service Desk	0151 606 2008
Compass Team Integrated Front Door Team Manager	dutycompass@wirral.gov.uk Central number 0151 666 3800	Vicky Powell 0151 666 3855 vickypowell@wirral.gov.uk
Police	In an emergency For non-emergency but possible crime	999 101
Safer Schools Police Officer		

1.1	**WHOLE SCHOOL TRAINING**
	As part of the statutory duty on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's Drugs Strategy 2010 ensures that schools have the information, advice and power to: • Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service; • Tackle problem confiscation; • Work with local voluntary organisations, health partners, the police and others to prevent drug or alcohol wider powers of search and misuse behaviour in schools,
1.2	**HOW TO ACCESS FREE STAFF TRAINING**
	As a whole school approach, and to ensure best practice for staff all Wirral schools can access **FREE** annual staff training; Drug awareness, Christopher Winter Briefing and Drug Policy & Guidance. Schools that are using or wanting to buy in the drugs education model, Christopher Winter Resource can also access free training on how to use the resource. To access this training for your school, please contact **Lea Sloan, Wirral Schools Drug Adviser**. Training can be delivered on site or via videolink (subject to any current restrictions) be delivered on site and is usually delivered within a staff inset day or a team meeting.

School Record of Training	Date Completed / Reviewed	Next Review Date:
Whole School Drug Awareness 1 hour Training (Annually)	September 2020	September 2021
School Drug Policy and Guidance 1 hour Training Senior Leadership Team (Annually)	September 2020	September 2021

2. Drug Related Incident Pathway

Observation, suspicion, intelligence, disclosure

Check pupil safety
Do they need medical attention? (if YES) Call 999

NO
Safe to stay on site. Situation manageable within school

YES
Are there any safeguarding concerns?

For incident whereby a young person has taken an unknown substance or there is suspicion they have taken a sedative such as diazepam or Xannax call for emergency medical help

Headteacher and Safeguarding Lead informed

Relevant senior staff to undertake risk assessment. First aider to assess

Consider next steps/ referrals to appropriate services. (See additional guidance appendix for service information)

Make referral to support services.
Notify Health Service in Schools Youth Worker.
Primary Schools to refer to School Nurse

- Is at risk of significant danger or harm
- Has taken an unknown substance
- Is at risk of abuse, ie sexual, physical, emotional, neglect
- Is under 13 and sexually active
- Is considering suicide
- Is missing
- Has injected drugs
- Has planned to or has over dosed
- Involved in crime with risk to self or others
- Shows significant signs of mental distress (including, paranoia, suicidal thoughts, severe

Contact: Integrated Front Door (IFD)
0151 606 2008
For further advice and guidance

Follow school safeguarding policy

Report all drug related incidents to Wirral School Drug Adviser who will provide further advice and support on level of risk and what if any further action is required.

	WIRRAL SCHOOLS DRUG POLICY Example
3.	**POLICY DEVELOPMENT & CONSULTATION** For further guidance refer to; DfE and ACPO Drug Advice for Schools (2012) Department of Education and Association of Chief Police Officers
	Ratified FEBUARY 2021 - Next Review of Template :OCTOBER 2021
3.1	**THE ROLE OF THE SCHOOL**
	As part of the school's statutory duty to promote pupils' wellbeing, Holy Cross Primary School has a clear role to play in preventing drug misuse. This is recognised as an essential part of the school's safeguarding responsibility. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.
3.2	**SCHOOL DESCRIPTION**
	Holy Cross) is a primary school with approximately 150 pupils on roll. The school community is committed to ensuring that pupil feel safe and happy. We aim to enable pupil to become independent, self-confident and self- motivated adults who can be successful in a changing world.
3.3	**VALUES AND ETHOS**
	A high performing school that makes a positive difference to the lives of our pupils and sits at the heart of a thriving local community. Making a difference through: • Inspiring ambition in all • Providing a broad and balanced curriculum tailored to the needs of individuals • Delivery of consistently high quality teaching and standards • Building resilience as leaders and learners • Equipping pupils with the necessary skills for life
3.4	**DEFINITION AND TERMINOLOGY**

	Drugs are defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves. Under the Misuse of Drugs Act 1971 / 2010. This school's drug policy includes the following substances: **Legal Drugs** – Including, caffeine, energy drinks, tobacco, e-cigarettes / vapes, alcohol, khat, nitrites (poppers), VSA (volatile substances). **Illegal Drugs** – Those controlled by the Misuse of Drugs Act legislation, including anabolic steroids, cannabis, cocaine, ecstasy, cocaine, mephedrone and heroin. **New Psychoactive Substances** – The Psychoactive Substances Act came into effect in 2016. Previously known as 'legal highs' they contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis and ecstasy). **Medicines** – Including over the-counter and prescription drugs. Some pupils may require medicines that have been prescribed for their medical condition during the school day. More detailed information can be found here; Supporting Pupils at School with Medical Conditions Substances covered in the policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits.
3.5	**POLICY PRODUCTION AND APPLICATION**
	This policy has been informed by the following; • DfE and ACPO Drug advice for schools 2012 documentation. • Misuse of Drugs Act 1971. • Misuse of Drugs Act 2010. • Managing Medicines in Schools and Early Years Setting (DfE) • 2016 Bill on New Psychoactive Substances This policy links to other school policies, including Safeguarding, Behavioural Management and Health and Safety. This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers pupils on work experience, alternative provision placements and to all school trips, including those abroad
3.6	**WHO THE POLICY APPLIES TO:**

	The policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, parents contractors and external services or activity providers This policy applies to all learners in this school. A copy of the schools drug policy can be found on the school website on the information section under policies. This policy will be updated and reviewed every two years and will act as a central reference point for all school staff, or following identification of new/emerging trends in children and young people's behaviour.
4	**DRUG EDUCATION**
4.1	**AIMS**
	Drug education aims to enable pupils to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. **Drug education aims to:** • Provide accurate information • Correct misunderstandings • Build on knowledge and understanding. • Explore attitudes and values towards drugs, drug use and drug users • Develop pupils' understanding of rules and laws • Develop pupils' interpersonal skills • Develop pupils' self-awareness and self-esteem • Explore the risks and consequences of their own and others' actions; and • Be relevant to the needs of pupils and the school community • Inform pupils of support both within and outside of school
4.2	**DRUGS EDUCATION CURRICULUM DELIVERY**
	Drug education is mandatory in accordance with the National Curriculum for Science. https://www.gov.uk/government/publications/national-curriculum-in-england-science-programmes-of-study Pupils need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers / school personnel need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. At Holy Cross Catholic Primary the Drug Education Programme is delivered through PSHE curriculum Ten Ten.
5.	**RESPONDING TO AND THE MANAGEMENT OF DRUG RELATED INCIDENTS IN SCHOOL**

5.1	SCHOOL STANCE ON DRUGS

School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by pupils, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience.

As a school we cannot knowingly allow on our premises or to be used for the production or supply of any controlled drug (e.g. the preparation of, or smoking of cannabis). A central record of evidence related to any pupils suspected of drugs misuse will be held on school site.

This also extends to new psychoactive substances (NPS), alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

The Senior Leaders with responsibility for all drug related incidents are the Headteacher, Clare Higgins and or their Deputy Headteacher Paula Brás
All drug related incidents will be reported to Clare Higgins (Headteacher) who will be responsible for coordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved and the school community. In the first instance the possibility of a medical emergency will be considered

5.2	ESTABLISHING THE TYPE OF NATURE OF A DRUG INCIDENT

School will conduct a careful investigation to judge the nature and seriousness of each individual incident. School will not automatically assume drug related incidents are more serious than any other. The risk to pupils and to others should be assessed in terms of **health and safety rather than criminality** Example of a drug related incidents could involve the following situations:

Type	Example
Suspicion	A pupil/ carer or member of staff is thought to be under the influence of a drug, or the supply of a substance.
Observation	A pupil demonstrates, perhaps through actions, play and inappropriate level of knowledge of drugs for their age.
Disclosure	A pupil discloses that they or their family member / friend are misusing drugs
Discovery	A teacher may find a substance on school premises or from pupil during a search. This also includes discoveries from pupils via social media platforms; for example Snapchat, Facebook Instagram etc.

5.3	ROLE OF THE WIRRAL SCHOOLS DRUG ADVISER

In the event of drug related incident the school is advised to follow the Drug Related Incident Pathway (section 2) is advised as best practice and to contact....to contact the Wirral Schools Drug Adviser; Lea Sloan for support and advice on M: 07703380957 or E: lea.sloan@barnardos.org.uk

All Wirral primary and secondary schools have a designated **Wirral Schools Drug Adviser (SDA)**. The SDA works in partnership with other agencies including, Health Services in Schools, Response, School Nursing Service, Safer Schools Police Officers, and other targeted services. The SDA can provide the following;

- Confidential advice, guidance and support on any drug related incidents / issues in and outside of school.
- Support within the implementation of your school drug policy.
- A recommended, comprehensive and standardised drug education programme for all pupils.
- Up-to-date training sessions across a range of drug related subjects to all staff.

The school will have a nominated senior professional responsible for all drug related issues, to champion good practice and liaise with the Wirral Schools Drug Adviser on a regular basis.

5.4 MANAGEMENT OF DRUGS IN SCHOOLS – REPORT

All incidents should be reported immediately to the designated lead person in school who is responsible for managing drug related incidents/issues. This is Clare Higgins (Headteacher)
For further guidance refer *to;* DfE and ACPO Drug Avice for Schools (2012) Department of Education and Association of Chief Police Officers

5.5 MEDICAL EMERGENCY

In every case of a drug- related incident of a pupil being suspected or under the influence of a drug or alcohol on school premises.

1) The utmost priority should be place on the safety of the young person and those around them.
2) DO NOT SEND PUPIL HOME – if necessary this should be dealt with as a medical emergency, administering First Aid and summoning appropriate support.
3) CALLING 999 – If in doubt DO NOT hesitate to call emergency services whereby an incident may involve a pupil consuming a strong sedative such a Diazepam or Xanax.
4) WAITING FOR SERVICES – in the event of calling emergency service place young person in recovery position, loosen clothing to assist their breathing. **DO NOT** give the casualty anything to eat or drink.
5) Depending on the circumstances, parents or the police may need to be contacted.
6) If the young person is felt to be at risk the schools Safeguarding Policy will come into effect and Children's Social Care may need to be contacted.

5.6	SEARCHES AND CONFISCATION

When a pupil is suspected of concealing illegal or unauthorised substances every effort should be made to persuade them to hand over the substance in the presence of a second adult witness. A full record of the exchange should be made by the observing member of staff.

Advice on searching and confiscations can be found in Searching, Screening and Confiscation for Schools; Advice for Headteachers, school staff and governing bodies.

Searching with Consent
Schools common law powers enable school staff to search pupils with their consent for any item. School is **NOT** required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or ask if the teacher can look in the pupil's bag or locker and for the pupil to agree.

Searching without Consent
The Headteacher or member of staff authorised by the Headteacher can search without consent if they have reasonable grounds for suspecting that a pupil is in possession of a prohibited item or is likely to commit an offence, or to cause personal injury, or damage. These include;

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, fireworks and pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The police may conduct a personal search if they believe a crime has taken place or to prevent harm to a pupilpupils or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police; however, Holy Cross Catholic Primary School works in partnership with the local police, takes their advice and involves them or other relevant agencies appropriately.

Following a search, including personal searches and searches of school and pupils' property, whether or not anything is found, including personal searches and searches of school and pupils' property the school is advised to:

1) Make a record of the person searched.

2) Establish the reason for the search.

3) The time and the place.

4) Who was present and note the outcomes and any follow-up action.

N.B - There is no legal requirement to do this but is good practice to do so.

5.7	TAKING TEMPORARY POSSESSION
	The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.** **Alcohol, Tobacco and e cigarettes** When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others. **Volatile substances** may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child or others. **Medicines** should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them in the appropriate manner. Medication taken in any way to replicated drug taking behaviour will be dealt with in accordance with school policy on drug related incidents. **New Psychoactive Substances (*Often incorrectly called legal highs – contain one or more chemical substances which produce similar effects to illegal drugs like cocaine, cannabis and ecstasy)*.** If found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed be members of the Senior leadership Team (SLT) only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**
5.8	**PROCEDURES TO FOLLOW WHEN TAKING TEMPORARY POSESSION**
	Schools should outline and adhere to an agreed protocol for working with local police on the collection, storage, taking temporary possession and disposal of suspected controlled drug in school. See below: 1) Ensure that a second adult witness is present throughout; 2) Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present: 3) Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff; 4) Notify the police without delay, who 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 from whom the drugs were taken but it is advisable to do so; 5) Inform parents/carers, unless this is not in the best interests of the pupil; 6) Identify any safeguarding concerns and develop a support and disciplinary response (see below).

5.9	CONFIDENTIALITY - RESPONDING TO PUPILS INVOLVED IN A DRUG RELATED INCIDENT

The school will carefully investigate the nature and seriousness of any drug related incident taking account of the needs of the pupils and any safeguarding issues this may present. For further guidance refer to; Wirral's Safeguarding Policy and Procedure document.

Confidentiality

In line with ***General Data Protection Regulation (GDPR)*** the need for confidentiality for those involved should be respected; however, the boundaries of such confidentiality should be made clear to pupils. If a pupil discloses information to a member of staff which is of concern the teacher must follow the school safeguarding policy, co-operate with a police investigation (if appropriate), and refer to external services (if appropriate). For further guidance refer to;
Data Protection Toolkit for Schools

5.10	INFORMING PARENTS AND CARERS

Subject to *GDPR* parents/Carers will be informed about the incident at the earliest possible stage and about the school's response unless there are concerns about the child's safety as a result.

In any situation where the pupil need protection from the possibility of abuse, the school's Designated Safeguarding Lead Clare Higgins, will be consulted. Usual safeguarding procedures will be applied. School recognises the importance of adopting flexible procedures that ensure a co- ordinated, consistent approach to dealing with drug related incidents.

Any response should balance the needs of the individual with those of the wider school community, and aim to provide pupils with the opportunity to learn from their mistakes and develop as individuals. The needs of pupils in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation; responses may need to take a holistic approach rather than focus solely on drugs. As a school we will take:

- A flexible approach whilst maintaining consistency and fairness.
- Carefully assess the situation and the options for action.
- Consider the impact of sanctions on the pupils involved, on other pupils, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and pupils as a whole. Other pupils become less likely to approach teachers if they have problems with drug use. Pupils need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care.

5.11	SCHOOL RESPONSE AND REFERRAL PROCESS
	The identified school lead Clare Higgins (Headteacher) will play a key role in identifying pupil needs and making a direct referral to the appropriate services; such as Health Services in Schools, School Nurse Service, Response, Early Help, CAMHS or Children's Social Care. This process of identifying needs should aim to distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support. Where possible, and where this will not compromise the pupil's safety, the school will seek the involvement of the pupil and their parents and carers in such a decision.
5.12	**EXTERNAL WIRRAL AGENCIES / DIRECTORY**
	UNIVERSAL / TARGETED SERVICES Wirral Early Help information
	HEALTH SERVICES IN SCHOOLS (YOUTH WORKERS)
	• Youth Workers operate across all Wirral Secondary schools. They offer confidential health services supporting young people to make positive choices about their health and wellbeing. • Holy Cross Catholic Primary School designated Health Service in Schools Youth Worker is Katie Douglass. • They will support young people with issues around: substance misuse, emotional health and wellbeing, healthy relationships, alcohol, smoking cessation, weight and lifestyles and healthy eating. • To make a referral to Health Services in Schools contact: Michelle Langan (HSIS Team Leader) on M: 07769967607 or email michellelangan@wirral.gov.uk **See Appendix 3** for a referral form and individual contact details of each Youth Worker.

WIRRAL SCHOOL NURSES / Health and Wellbeing Service *(Wirral Community NHS foundation Trust)*

Wirral School nurses work in collaboration with the local authority, schools, GPs youth services and many other community services to support the needs of children, young people and their families.

- Our School Nursing Service provides support for a seamless transition from health visitors to school nurses. It's led by specialist public health nurses, qualified nurses and screeners.

- Aims to provide a holistic, health and wellbeing service to 5-19 year (25 where complex needs) olds who live or attend schools in Wirral. Support is delivered through a combination of specific interventions and health promotion activity with a particular emphasis placed on early intervention and prevention.

- Our service is confidential, non-judgemental and inclusive and treats all children and young people with dignity, respecting gender sexual orientation, age, physical or mental health abilities, religion, culture, social backgrounds and lifestyle choices.

- School nurses work across four teams and can be contacted on **0151 541 0219.**

- **Birkenhead / Wallasey / West Wirral / South Wirral**

- Our service offers individual, holistic care, if we are unable to meet the needs of children and young people and we will try and find someone who can. Our team has a duty of care to share information safely with the appropriate services if we felt children and young people were at risk.

- **ChatHealth -** Wirral Community Health and Care NHS Foundation Trust 0-19 Service have launched a text service for 11-19-year olds to get confidential health and wellbeing advice from a school nurse. Find out more about ChatHealth here.

BARNARDO'S - SUBSTANCE MISUSE TEAM - Health & Wellbeing Service

Offers a free and confidential service to all schools, providing drug related support, advice and guidance to Headteachers and Senior Leadership, staff training and drugs education sessions to secondary school pupils.

Wirral Schools Drug Adviser Role – Lea Sloan

- For further details please refer to section 5.3 of the document.

Substance Misuse Awareness in schools (including tobacco and alcohol)

- Provides schools with additional drugs education through delivery of an interactive programme.
- Delivered over 2 separate 1 hour sessions to whole classes in secondary schools, usually years 8 to 11.
- Provides universal drugs education messages focussing on the risks, effects and dangers of substance misuse.
- Provides pupils with information about where they can access additional support. (During covid-19 this is being delivered online)

Solutions to Anger

Prior to Covid-19, the ***Solutions to Anger*** programme was delivered in school to groups of up to 6 young people over a 6 week period with one 2 hour session each week.
During Covid restrictions, ***'Understanding Anger'*** 1-1 programme was developed and delivered online.

- Aimed at young people aged 13-19 years
- Benefits young people who want to improve their social skills and develop positive social interaction with their peers.
- Ensures that young people who are experiencing anger issues are supported and have skills to manage challenging behaviour in a positive way.
- Sessions enable young people to identify negative feelings, deal with difficult situations better, recognise destructive behaviour and anticipate consequences.
- Allows young people to develop a strong sense of 'self', control their behaviour and develop practical skills and strategies to manage their stresses and feelings of aggression.

Contact Jackie Gray Substance Misuse Coordinator on:

- M: 07885478571
- E-mail jackie.gray@barnardos.org.uk www.barnardos.org.uk

KOOTH.COM

- Kooth offers young people in Wirral (11-25) free, anonymous and safe mental health and wellbeing support, helping to address with anything that young person might be facing.
- The Kooth platform includes the Magazine (articles, research, creative writing etc- written by the Kooth team and by the young people), the Forums (posts, discussions and friendly advice and words of support from the Kooth community on a variety of topics), activities and text based chat with trained, professional Counsellors and Emotional Wellbeing Practitioners.
- Everything on the platform is pre moderated, so nothing goes live on the site before being checked by the Kooth team.
- The Kooth team are all experts in when to signpost and to help Young People get the right support and help they need, whether it's with Kooth or otherwise.
- www.kooth.com

BROOK WIRRAL

- Brook Wirral offers free and confidential sexual health services for young people aged 19 and under. We are a drop in service and young people can meet with nurses and health care assistants.
- Brook Wirral also has an education department which provides a wide range of educational sessions for young people within schools, colleges, training agencies, etc. as well as training for the CYP workforce on topics relating to sex and relationships education.
- Brook Wirral runs a weekly LGBTQ+ youth group every Tuesday at 5-7pm at the Hive Youth Zone Bright Street, Birkenhead, CH41 4EA.
- Tel: 0151 670 0177
- Website: https://legacy.brook.org.uk/find-a-service/regions/wirral

TARGETTED / SPECIALIST SUPPORT

RESPONSE

- Based at Pilgrim Street Art Centre, 1 Pilgrim Street, Birkenhead, CH41 5EH (0151 666 4123 telephone support 10am-4pm Monday to Friday, out of hours crisis support 4pm-8pm Monday to Friday)
- Response is a confidential Drug, Alcohol and Counselling Service for Young People age 13-18. Offering a range of support services including, one to one interventions, Drug and Alcohol targeted workshops, professionals training, parent support and individual Counselling support.
- Response is a referral led service and consent from the Young Person must be gained prior to making the referral. Referral forms for this service are available by calling 0151 666 4123 or by emailing Response@wirral.gov.uk

WIRRAL CAMHS - CHESHIRE & WIRRAL PARTNERSHIP NHS TRUST

- **0 – 13 and 14 – 18 team** are based at The Birch Centre, Derby Road, Birkenhead, CH42 0LQ
- **Wirral CAMHS Advice and Duty Line** on **0151 488 8453** to speak to a clinician, who will ask you a range of questions to gain an understanding of your child's needs and presentation. This will take approximately 30 minutes.
- You can complete the **self-referral form** and email this to **wirralcamhsreferrals@cwp.nhs.uk**
- The Child and Adolescent Mental Health Service at Cheshire and Wirral Partnership NHS Foundation Trust (CWP) have set up the 'Children and Young People's Out of Hours Advice Line' to provide access to a mental health service for children and young people, their families and concerned professionals outside of the usual hours.
- The advice line can be accessed by calling **01244 397644** and is open from 5pm-10pm Monday to Friday and 12pm-8pm Saturday and Sunday.

SAFER SCHOOLS POLICE OFFICERS

There are four Safer School Police Officers working within secondary schools across Wirral. For further information on the allocated schools and contact details of the officers, please refer to **Appendix 4**; The matrix of allocated schools and officers.

Aims of Safer Schools Police Officers:

- To support the creation of a safe environment that enhances children's learning.
- To promote positive relations between Merseyside Police, the education sector and the community.
- To promote community cohesion by building and maintaining positive relationships across the whole school community and with Police.
- To seek the views of young people to develop an agreed approach with school leaders that is bespoke to the school, taking account of local data, the school and community's context.
- To ensure that when risks are identified, a partnership approach is taken to securing the appropriate safeguarding response, working alongside safeguarding leads and other professionals.
- To prevent crime and anti – social behaviour on school premises and in the immediate area around the schools.
- To support school staff in dealing with children and parents who behave or may behave in a manner which is threatening or abusive.
- To respond to reports of crime where children are identified as victims or perpetrators in accordance with school and police policies with particular emphasis on restorative practice.
- To identify underlying causes when pupils begin to engage in crime or anti-social behaviour and provide suitable and timely interventions to support and avoid unnecessary criminalisation.
- To support school staff in ensuring the optimum attendance of children at school.
- To deliver, or facilitate the delivery of, tailored information and education sessions to raise awareness of staff and children in relation issues that may put pupils and staff at risk.
- To be a visible presence in the school, to be seen on the playground and at the school gates when possible but not as part of any formal rota / timetable that school staff may be subject to.
- To develop diversionary activities during the summer and half term breaks to promote inclusion, break down barriers between the police and the pupils and encourage improved attendance and behaviour.
- To liaise with colleagues and partners in the Local Policing team, Early Help and other departments, in relation to policing and safeguarding issues that may require a wider response.

5.13	**RECORDING PROCESS**
	School will make a full record of every incident within their own systems. School should be aware that notes of any discussions with pupils may be used a subsequent court proceedings. Recording must be as follows: 1) Specific (what was said, who was involved, what substance is allegedly involved, individuals present) 2) Evidence based 3) Factual 4) Time
5.14	**DISCIPLINE**
	School's response to a drug-related incident will remain balanced to the needs of the individual pupils concerned within the wider school community. In deciding what action to take school will follow their own disciplinary procedures, i.e. 1) School have a duty of care to respond competently and fairly to any incidents involving drugs and offer a range of options for their response to the identified needs of those involved; 2) Exclusion should not be an automatic response to a drug incident and a permanent exclusion should only be used in serious cases. 3) More details on excluding pupils can be found in the Exclusion from mainstream Schools, academies and pupil referral units in England
6.	**VULNERABLE PUPILS – CHILD EXPLOITATION / COUNTY-LINES**
	School understands that some pupils may be vulnerable to becoming victims of Child Exploitation, including involvement in County Lines and other ways children and young people are drawn into drugs related criminal activity. "County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people, vulnerable adults and local communities." From; Criminal exploitation of children and vulnerable adults: county lines. Home Office Guidance

School will provide appropriate staff training and ensure that all staff understands that the school's safeguarding procedures must be followed if a pupil is thought be at risk of criminal exploitation, including county lines.

For further information and guidance please refer to Child Exploitation - WSCP

A County Lines spotting the signs poster can be downloaded below:

WSCB County Lines Poster

7.	**INVOLVING POLICE**

Holy Cross Catholic Primary School works in partnership with the local police. We take their advice and involve them appropriately. The police will be involved, where appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Further guidance refer to; DfE and ACPO Drug Advice for Schools (2012) Department of Education and association of Chief Police Officers

- 999 should only be dialled in the case of an emergency.
- 101 may also be dialled to report an incident that is not deemed to be and emergency
- Drug related incidents will be reported to the Wirral Schools Drugs Advisor Lea Sloan Wirral Schools Drugs Adviser further support.

7.	**HANDLING THE PRESS AND MEDIA**

All press enquiries should be handled through the Headteacher.

8.	**MEDICINES IN SCHOOL**

Procedures for Administration of Medicines

1. Parents / carers should provide full written information about their child's medical needs.

2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the '**Request to Administer Medication Form'**.

3. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

4. Controlled medications e.g. Medikinet, Equasym and Tranquilyn must only be accepted from the parent/carer. **Pupils must not carry controlled medication on their person at any time**.

5. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include: Name of child, name of medicine, dose, method of administration, time / frequency of administration, any side effects and expiry dates.

6. The information contained within the '**Request to Administer Medication Form'** should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.

7. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised '**Request to Administer Medication Form'**

8. Staff must **never** give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers.

9. A child under 16 must **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (as per National Guidance).

10. All medication should be kept in a locked cabinet in the Main Office.

11. A number of key staff have received training in administrating medication.

12. In the unlikely event that none of the above are available and where timing of medication is essential, parents should be contacted to advise.

13. Administration of medication should be recorded in the '**Record of medicines administered to children**' form which is kept next to the medicine safe in the main office.

14. All documents relating to the above should be kept securely.

9. SMOKING IN SCHOOL

The school is a smoke free environment, and as such smoking of cigarettes, cigars, tobacco and e-cigarettes is not permitted on the entire premises.

- The school aims to provide a supportive environment for those who wish to stop smoking.
- Pupils, who smoke on the school premises, or in school uniform, will receive consequences in accordance with the school's Behaviour for Learning Policy. Parents will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school.

10.	**ALCOHOL IN SCHOOL**
	• Pupils must not drink alcohol at any time during the school day, or whilst on school activities or trips. • Pupils must not bring alcohol onto the school premises for consumption. • The school aims to provide staff or student's access to support where drinking is a problem. • Pupils who drink alcohol or bring alcohol onto the school premises will receive sanction from the school's Behaviour for Learning Policy. Parents/carers will be contacted unless this puts the child at risk
11.	**PARENTS/CARERS UNDER THE INFLUENCE OF DRUGS ON SCHOOL PREMISES**
	When dealing with a parent / carer under the influence of drugs on a school premises the focus for staff should always maintain the immediate welfare of the child and staff member. The advice given is as follows: 1) Inform lead professional of any concerns Clare Higgins (Headteacher) 2) Staff should maintain a calm approach to the parent / carer. 3) If a staff member has concerns on discharging a pupil into the care of the parent / carer school may wish to ask parent / carer if alternative arrangements can be made, for example another parent or carer to accompany the child home. 4) Where a parent / carers behaviour is under the influence that places the child at risk i.e., becoming abusive, violent or have repeatedly presented under the influence of a drug refer to the school's safeguarding procedures and / or the involvement of the police. 5) School should make a full record of every incident.
12.	**STAFF CONDUCT AND ILLEGAL OR AUTHORISED SUBSTANCES**
	Teachers have a duty of care to pupils in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.
13.	**STAFF TRAINING**
	Drug related training is available to all members of staff. Initial teacher training requires Newly Qualified Teachers to be familiar with the PSHE curriculum, and to be prepared for their Form Tutor responsibilities. The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with pupils.

14.	ROLE OF THE GOVERNOR
	Governors contribute to the development of this policy and have ratified it. The Governors of Holy Cross Catholic Primary have taken the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining Holy Cross Catholic Primary School as a 'drug free zone'. In cases where pupils are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Governing Body.
15.	**DRUG DOGS & DRUG TESTING**
	The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises. However schools may choose to make use of drug dogs or drug testing strategies if they wish. It is advisable that the school consults with their local Schools Drugs Adviser and local police. If school chooses to respond with the use of drug dogs, that's this should do so as part of a warrant-led operation. *Refer to;* DfE and ACPO Drug Advice for Schools (2012) Department of Education and association of Chief Police Officers
16.	**POLICY REVIEW**
	This policy and the procedures will be reviewed every two years. The Designated Safeguarding Lead Clare Higgins will ensure that all staff members, including volunteers and sessional staff are made aware of any amendments to policies and procedures.

17.	USEFUL NATIONAL ORGANISATIONS

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 38179 410 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7766 9900 Website: www.drinkaware.co.uk

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0300 123 1110 (lines are open 24 hours a day)

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people and adults of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 123 6600 Email: frank@talktofrank.com Website: www.talktofrank.com

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: http://smokefree.nhs.uk

APPENDIX 1: DISPOSAL OF SUSPECTED SUBSTANCE OR DRUG PARAPHERNALIA

Item for disposal: …….. Date of receipt: ……..

Method of disposal: …….. Date of disposal: ……..

Staff members who witnessed disposal: ……

Signatures of staff who witnessed disposal: ……

ADDITIONAL NOTES: FULL NOTE OF PROCEDURES FOLLOWING RESPONSES FROM CHILD/CARER

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NAME OF PUPIL(S) WHO PROVIDED THE ITEM(S) FOR DISPOSAL:

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PARENT INFORMED: YES / NO (please delete as appropriate)

OUTSIDE AGENCY INFORMED: ……

ACTION PLAN:

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APPENDIX 2
RESPONSE TO DRUG AND ALCOHOL MISUSE AT HOLY CROSS CATHOLIC PRIMARY

The supplying of drugs	This will usually lead to a permanent exclusion. Our definition of supplying is providing illegal substances to others. Additionally, any person carrying large amounts of banned substances would also put themselves at risk of permanent exclusion. Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability, the person is believed to be supplying we will usually exclude permanently based on the need to ensure the safety of other pupils.
Under the influence of drugs	This will lead to Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following managed or negotiated move procedure. Pupils who use illegal substances and then present themselves on school premises will be excluded. The basis of the decision will be made using the detailed signs and symptoms of substance abuse.
In possession of drugs	This will lead to a Fixed Term Exclusion, a Permanent Exclusion or a move to another school, following managed or negotiated move procedure. **Please note:** If a pupil is found in possession of a controlled substance on school premises, the school has the right to take into consideration other evidence of previous poor or disruptive behaviour when considering whether a resultant exclusion is to be fixed-term or permanent. This means that a pupil with a history of poor behaviour who is found on school premises in possession of an illegal substance is at risk of permanent exclusion. In all cases, it is at the discretion of the Headteacher whether such behaviour shall be taken into account. On occasions in which a pupil is found in possession of a controlled substance: • Drugs will be confiscated • Police will be informed • Support will be offered
Alcohol	Drinking alcohol on site/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a fixed term exclusion or permanent exclusion. Managed or negotiated move may also be appropriate dependent on the pupil's behaviour record.

APPENDIX 3
Health Service in Schools Contact Information - Youth Workers & Allocated Schools



WE ARE STILL HERE

Dear Partners and Education Colleagues

If you would like to speak to your HSIS Youth Worker, please contact them in the usual way – their details are below along with the schools they currently provide their regular service to:

kerstilawson@wirral.gov.uk – Wirral Sixth Form College, Joseph Paxton Campus, St John Plessington, St Anselm's, Kilgarth, West Kirby Girls, Hilbre High, Calday

patricrogers@wirral.gov.uk – Oldershaw, Utopia, Wirral Met, Ridgeway High, Wirral Grammar Boys, Woodchurch High, Foxfield

katiedouglass@wirral.gov.uk – Pensby High, St Mary's Catholic College, Observatory, Upton Hall, Birkenhead Park School

joanneseggie@wirral.gov.uk – Birkenhead Academy, Bebington Co-op Academy, Claremount, Weatherhead, Progress School, Mosslands

jackieleasor@wirral.gov.uk – South Wirral High, Meadowside, WRAP, Prenton High, Wirral Grammar Girls,

Assembly Presentation - The HSIS Youth Workers have short videos introducing themselves and the service we provide. If you would like a copy of this to share with your pupils, please let your HSIS Youth Worker know.

For any further information please don't hesitate to contact me: Michelle Langan – HSIS Team Leader on: **07769967607** or email michellelangan@wirral.gov.uk

APPENDIX 4

Safer School Police Officers School Matrix – Contact Information & Allocated Schools

Wirral	CAT A	CAT B
Cluster 1 – Birkenhead Claire Walker Con 6539 6539@merseyside.pnn.police	• The Observatory School • Ridgeway High School • Birkenhead Park Academy	• Birkenhead High School Academy • Prenton High School for Girls • St Anselm's College • Kilgarth School • Wirral Hospital School
Cluster 2 – Wirral South Elaine Cowan Con 4114 4114@merseyside.pnn.police.uk		• Coop Academy Bebington • St John Plessington RC • South Wirral High School • Wirral Grammar School for Boys • Wirral Grammar School for Girls
Cluster 3 - Wallasey Emma Hodgson Con 8057 8057@merseyside.pnn.police.uk		• Mosslands High School • St Mary's Catholic College • The Oldershaw Academy • Weatherhead High School • Clare Mount Specialist Sports College
Cluster 4 – Wirral West Emily Scarratt Con 6034 6034@meseyside.pnn.police.uk		• Calday Grange Grammar School • Hilbre High School Humanities College • Pensby High School • Upton Hall (FCJ) • West Kirby Grammar School • Woodchurch High School • Foxfield School • Meadowside School