



**CHEPSTOW
SCHOOL**
INSPIRING LEARNING

CHEPSTOW SCHOOL

SUBSTANCE MISUSE POLICY

Approved by: Full Governing Body

Last Reviewed on: 04.06.2026 by

Wellbeing Committee

Next Review Date: June 2027

This policy was written in partnership with:

Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



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Introduction

A drug is a chemical substance which brings about a change in a person's emotional state, body functioning, or behaviour. This definition includes many substances which might not immediately be considered as drugs, such as solvents, alcohol, tobacco, and caffeine.

The findings of surveys undertaken across Wales and locally indicate that substance misuse is a major threat to individuals, families and the wider community. One of the most worrying features identified by surveys is that substance misuse appears to be progressively affecting a younger population.

This policy has been informed by partnership working with the Local Authority, Police and Healthy Schools and is intended to assist Chepstow School to:

- Respond to any incidents of substance misuse which may occur on school premises;
- Respond to any safeguarding issues associated with either the pupil's substance misuse or someone else

This policy has been developed in the context of Substance Misuse Delivery Plan 2019-2022 "Improving Lives for People and Communities Affected By Substance Misuse", published in 2019. The Welsh Government's Substance Misuse Delivery Plan 2019-2022 aims to set out clear priorities for tackling and reducing the harm associated with substance misuse in Wales.

The Strategy sets out an approach to tackling and covers the full range of substances that are misused:

- Tobacco including alternative methods such as e-cigarettes and vaping pens
- Alcohol
- Illegal drugs such as heroin, cocaine, MDMA/ecstasy, amphetamines, LSD and cannabis
- New Psychoactive Substances such as smoke-able herbal based mixes (Spice) and powders (Xanax/ Alprazolam)
- Prescription only medicines (POM) such as Opiate based medication (Codeine/Tramadol), Benzodiazepines (Diazepam/Valium), anti-anxiety medication (Xanax/Alprazolam), ADHD medication (Ritalin) and Anti-Epileptic medication (Gabapentin/Pregabalin)
- Over the counter medicines (OTC) such as codeine-based preparations (Solpadine), Cold and Flu medications (Night Nurse), Sedative Antihistamines (Nytol) and Decongestants (Pseudoephedrine)
- Volatile substances such as aerosol propellants, butane, solvents, glues and nitrous oxide

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This document should be read in conjunction with our other policies and has particular links with our Safeguarding Policy and Behaviour for Learning Policy.

Sources of information and support relating to substance misuse are provided in **Appendix 1**.

Chepstow School has a responsibility to educate pupils, so that their actions are based on knowledge and accurate information, and to enable them to have control over their lifestyle. This policy has fully considered the Welsh Government Circular 107/2013 [Guidance for Substance Misuse Education](#) published in July 2013.

In line with Welsh Government Legislation the entirety of our school site is smoke free. Smoking is prohibited for all children, staff, visitors, and contractors on site. If we become aware of smoking on our premises, we will contact our LA Enforcement Team to discuss further actions. **Appendix 4** provides schools with guidance on ensuring compliance is met.

Making places smoke-free, where children and young people gather regularly, will help to protect them from second-hand smoke. It will also help to de-normalise smoking and discourage children and young people from taking up smoking themselves. Sanctions and consequences will follow in line with our Behaviour for Learning Policy, disciplinary procedures, and other relevant protocols.

In addition, to help de-normalise smoking and promote a healthy living environment, the school bans the use of any e-cigarettes and vaping pens on school premises, and again, will report significant concerns of smoking e-cigarettes and vaping pens on our premises to our LA Enforcement Team.

Children, staff and governors require on-going education, so that they are able to recognise the signs of substance related activity and are able to take appropriate action. Everyone at Chepstow School is aware of the correct procedures to be followed.

Parents / carers are fully involved in the delivery of the responses to incidents and have an awareness of the education programmes their children will experience within our school, and will be included from the outset in anything that affects their child.

Principles

This policy emphasises Chepstow School's proactive approach to substance misuse and our responsibility to provide appropriate education to enable pupils to make positive, safe choices. Where possible, we will work alongside key partners to provide additional pastoral support for pupils

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who require further intervention work, aiming to support and tackle the pupil's individual substance use and misuse concerns.

The Policy also presents a clear view on handling any substance misuse issue that may arise within the school. In developing this policy, Chepstow School has considered our legal responsibility, the needs of pupils, parents / carers, staff, governors, and the local community.

The most effective resource in Substance Misuse Education to any school is the pupils. They are more likely to have an influence upon their peers than parents / carers or staff. We are seeking to create a school environment where pupils look out for other pupils' welfare. Pupils are encouraged to be open and will receive information and guidance through our health and wellbeing curriculum to facilitate their learning and self-protection skills.

Substance misuse may be more prevalent amongst specific groups of pupils, from particular demographics. However, this policy will ensure that whilst consideration must be given to individual circumstances, a consistent approach will be upheld in terms of detection and support of issues by our staff. In this respect, the whole school will be consistent in the principles underpinning this policy and flexible with practice in order to take account of individual circumstances.

This policy should apply:

- On school premises
- Whilst pupils are travelling to and from school
- During off-site visits / trips

Teaching and Learning

Chepstow School takes the issue of substance misuse seriously and seeks to give quality education on substance misuse to all pupils. The aim is to empower children to make responsible, well informed decisions about substances and, whenever possible, to resist the temptation to use them. This includes smoking cigarettes (including the use of e-cigarettes and vape pens) and drinking alcohol.

We seek to provide accurate, unbiased information about substances to pupils, taught through a life skills approach as an essential component of a broader programme linked to the Foundation Phase, Personal and Social Education (PSE), National Curriculum Science and the Health and Well-being Area of Learning Experience (AoLE) in the New Curriculum for Wales. Effective Substance Misuse Education is fundamental to developing healthy, confident individuals, ready to lead fulfilling lives as valued members of society. By developing pupils' motivation, resilience, empathy, and

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decision-making abilities, they can be supported to become ambitious, capable learners, ready to learn throughout their lives.

The delivery of Substance Misuse Education within the school supports the United Nations Convention on the Rights of the Child (UNCRC), protecting all children and young people aged 0-17 years with their human rights;

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

Curriculum

Substance Misuse Education is taught through our Science, Health and Wellbeing curriculums. Our aim is to develop and support our pupils to become healthy, confident individuals, ready to lead fulfilling lives as valued members of society, who know how to find the information and support to keep safe and well and who are able to take measured decisions about lifestyle and manage risk.

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. (Welsh Government Circular 107/2013)

Learners at KS3 will be given opportunities to:

- Understand the effects and risks, from the use of a range of legal and illegal substances and the laws governing their use.
- How to use alcohol responsibly and the risks of binge drinking.
- The benefits of accessing different sources of information, support and advice.

Learners at KS4 will be given opportunities to:

- Understand the short- and longer-term consequences when making decisions about personal health.
- The personal, social, and legal consequences of the use of legal and illegal substances.
- The statutory and voluntary organisations which support health and emotional well-being.
- How to access professional health advice and personal support with confidence.
- The importance of sexual health and the risks involved in sexual activity including potential sexual exploitation.

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Our Curriculum Leader of Health and Wellbeing Lead is Mrs E Jones, who has responsibility for planning and evaluating the Substance Misuse Education curriculum, in collaboration with our Deputy Headteacher of Health, Wellbeing and Inclusion, Mrs L Lane. We deliver this curriculum both through discrete, planned lessons, as well as through coordinated cross-curricular teaching, which can be shared with parents / carers on request.

The Deputy Headteacher and Curriculum Leader will maintain a close liaison to ensure that the curriculum retains its relevance to current issues within the locality. This will provide a curriculum that meets the needs of learners and the local community, providing topical structured debate that will further empower pupils to make appropriate choices.

Involving Outside Agencies

Substance misuse programmes are tailored to meet the needs of all learners including those in vulnerable groups such as looked after children or children who have started to misuse substances. When necessary or appropriate, an individual plan is developed in order to meet the needs of particular children. In this respect, Chepstow School will support any pupil who has substance related problems through our robust pastoral and safeguarding procedures, and good working relationships with outside agencies.

Responding to Incidents and Suspicions Regarding Substances

All staff must be prepared for incidents of substance related activity among our pupils, not only in their social life outside school, but within the school premises itself. It is important that the whole school community is aware of our Substance Misuse Policy, what to do and particularly who to go to when incidents occur.

The staff designated to handle such situations are:

- Mrs L Lane (Deputy Headteacher: Health, Wellbeing & Inclusion)
- Mrs C Evans (Designated Safeguarding Person)
- Mrs K Waythe (Headteacher)

Immediate action is needed when there is a clear risk to safety. For example:

- An adult collecting a child or young person appears to be under the influence of drink or drugs.
Action: apply locally agreed child protection procedures, involve the Police if adult is aggressive.
- Substances are being supplied/easily accessed on or near school.
Action: contact Police.

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- A young person discloses that they are misusing drugs, or their parent or other family members are misusing drugs.

Action: contact children's services or Gwent N-gage for specialist advice on how to respond.

Guidance regarding the action to take if a member of staff encounters an incident of substance activity is provided in **Appendix 2**. This includes advice in relation to the handling of any substances.

All incidents of substance misuse by:

- pupils must be reported by staff to Mrs C Evans (Designated Safeguarding Person),
- staff must be reported to Mrs K Waythe (Headteacher).

When a member of staff has reasonable cause to believe that a pupil is carrying or concealing illegal substances, even if there is no allegation of misuse on school premises, a challenge will be made to the pupil. The pupil and their belongings will be moved to an appropriate area of the school that ensures supervision by staff but privacy from other pupils. A senior member of staff will be called to gather relevant information from the child in the presence of another member of staff, and ensure any substances found, are properly secured. The pupil will be asked to provide an explanation of the concern and asked to display their belongings for school staff to check. If the pupil is not willing to comply with this request, the pupil should remain in the appropriate area whilst the Police and parents / carers are contacted.

Sanctions and Support

Exclusions:

Chepstow School complies with the following guidance taken from the Welsh Government Circular 255/2019, Exclusions from Schools and Pupil Referral Units:

In deciding whether or not to exclude for a drug-related offence the headteacher should have regard to the school's published policy on substance misuse and should consult the appropriately trained members of school staff. The decision, however, will also depend on the precise circumstances of the case and the evidence available. In some cases, fixed-term exclusion may be more appropriate than permanent exclusion. In more serious cases, an assessment of the incident should be made against criteria set out in the school's policy. This should be a key factor in determining whether permanent exclusion is an appropriate course of action.

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In the light of the above guidance, exclusion is not an automatic response to substance misuse issues within our school, we are very aware that the differing personal circumstances of pupils must be considered when deciding appropriate sanctions and safety measures.

Smoke-Free Legislation:

On March 1st 2021, Welsh Government Smoke-Free Legislation came into force. This includes schools, pre-school and childminding settings, playgrounds, and hospitals. It is now against the law to smoke anywhere in the grounds of these settings. Anyone found smoking in a smoke-free area could be issued with a £100 fine. Additionally, a site manager can be fined £200 (discounted to £150) for failing to display a sign and if found guilty they could be fined £2,500 for failing to prevent smoking on their premises. Breaches of the legislation by employees may result in disciplinary action being taken (as noted within CCBC No Smoking Policy).

Dealing with The Media

Substance use and misuse incidents can potentially receive a high level of media attention.

If our school receives enquiries from any media source, the Headteacher will direct the journalist or reporter to:

Monmouthshire County Council Communications Team

Telephone: 01633 644644 Email: communications@monmouthshire.gov.uk

Under no circumstances will the names of individuals be released to the media.

Equality Statement

Chepstow School recognises that people have different needs, requirements and goals and we will work actively against all forms of discrimination by promoting good relations and mutual respect within our school.

We will also work to create equal access to support, for everyone, irrespective of ethnic origin, sex, age, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, use of Welsh, BSL or any other language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

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Appendix 1 – Sources of Information and Support

Organisation	Contact Details
All-Wales School Liaison Core Programme	https://schoolbeat.cymru/
Drug and Alcohol Helpline Wales	www.dan247.org.uk 0808 808 2234 or text DAN to 81066
FRANK Friendly and confidential advice to support individuals with substance misuse issues	www.talktofrank.com SMS: 82111 Free phone helpline 24/7: 0300 123 6600
Gwent N-gage Drug and alcohol support for young people (under 18) across Gwent	https://barod.cymru/ 0333 320 2751
Gwent Drug and Alcohol Services (GDAS) Help and support for anyone over 18 concerned about substance misuse	www.gdas.wales 0333 999 3577
Help Me Quit Free support to help quit smoking (open to young people 12 years of age and above)	Help Me Quit Stop Smoking Services In Wales 0800 085 2219 Text HMQ to 80818
WEDINOS A harm reduction programme, that analyses substances for identification and content	WEDINOS - Welsh Emerging Drugs & Identification of Novel Substances Project admin@wedinos.org

Appendix 2 – Staff Guide

Safeguarding Officers will contact relevant outside agencies to initiate appropriate action when necessary. However, the effectiveness of class teachers who have a rapport with their pupils cannot be over emphasised. They are invaluable both in acting as 'early warning systems' in identifying substance use and misuse amongst pupils, and in providing a sympathetic ear to pupils who might be diffident in seeking help for themselves or their friends. The following guidance should be viewed within this context.

1. Assess whether there is a medical emergency. If there is a medical emergency, call an ambulance immediately. If pupil is hallucinating, do not challenge their statement or perceptions. This could be dangerous. Try to remove the pupil to a quiet, non-threatening environment.
2. Contact C Evans (Designated Safeguarding Person) or K Waythe (Headteacher) without delay. They will make an early decision to inform parents / carers. It is always advisable, when the initial emergency is over, to contact parents / carers for information and consultation.
3. If any substance is willingly surrendered, seize and retain the substance concerned and transfer it to the Designated Safeguarding Person or Headteacher. If it is believed substances are present but pupils will not agree to surrender possessions, the pupil should be isolated while the Police are called. During isolation of a pupil, more than one adult should be present.
4. Any substances recovered must be held in a secure location until Police can advise further.
5. Complete a Substance Misuse Recording Form and ensure it is passed immediately to the Designated Safeguarding Person or Headteacher.
6. Make an early decision on which other agencies also need to be informed or involved. For example, Educational Welfare Officer, Social Services, Police and Educational Psychologist.
7. Consult with School Community Police Officer regarding legal implications of the situation. A request should also be made that Police collect the secured suspicious substances the same working day.
8. Decide if situation warrants informing general / particular pupil population.
9. Liaise with other agencies involved regarding longer-term pupil counselling, family involvement and service availability.
10. Consider if a review of school policy or curriculum provision is required as a result of incident.

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Handling of Substances

Care should be taken when handling any substance suspected of being a drug. If possible, disposable gloves should be worn. These are kept with first aid kit located at the School Reception. If these are not available, care should be taken to wash hands immediately after handling.

Needles and syringes which may be found on school premises should be handled with great care to avoid needle-stick injuries. In the first instance, the Headteacher and Site Manager are responsible for ensuring the site is made safe. The sealable sharps disposal box, specifically designed for the disposal of needles and syringes is located at the School Reception.

In the event of a needle stick injury to any party, urgent medical advice should be sought.

Responding to Substance Misuse Related Incidents - What to do when:

A pupil seems to be under the influence of drugs	Suspected drugs or related items are discovered on any premises being used	Information is disclosed about possible substance misuse by pupil
		
<p>1. Assess incident. If medical emergency is required:</p> <ol style="list-style-type: none"> 2. Call an ambulance immediately, continue with first aid treatment. 3. Do Not Challenge his/her statement or perceptions. 4. Try to remove the pupil to a quiet, non-threatening environment. 5. Contact the DSP or HT without delay for Child Protection. 6. DSP or HT to contact parents/carers for information and consultation. <p>If a non-medical emergency:</p>	<ol style="list-style-type: none"> 1. If any substance is surrendered, seize and retain the substance concerned and transfer it to the DSP or HT. 2. If it is believed substances are present but pupils will not agree to surrender possessions, the pupil should be isolated while the Police are called. During the isolation of a pupil, more than one adult should be present. 3. Any substances recovered must be held in a secure location until the Police can advise further. 	<p>Consider the nature and source of the information</p> <ol style="list-style-type: none"> 1. Is a direct approach relevant? 2. Aim for a balance between professional discretion and duty of care. 3. Discuss with DSP, HT or DHT. 4. Consider whether any Safeguarding issues? 5. Consider whether any offences being committed? 6. Consider location?

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<ol style="list-style-type: none">1. Avoid accusations, odd behaviour may be displayed for another reason.2. Make DSP, HT or DHT aware of the possible situation.	Refer to 'Handling of Substances', as well consider substance to be sent to WEDINOS to be analysed.	
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<ol style="list-style-type: none">1. Complete a Substance Misuse Incident Recording Form and ensure it is passed immediately to the DSP or HT for Child Protection.2. Make an early decision on which other agencies also need to be informed or involved.3. Consult with School Community Police Officer regarding legal implications of the situation. Request that the Police collect the secured suspicious substances the same working day.4. Liaise with other agencies involved regarding longer-term pupil counselling, family involvement and service availability <p>The HT or DSP will consider whether to inform pupils and community. Additionally, review school policy and curriculum provision.</p>
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Handling of Substances

1. If possible, disposable gloves should be worn. These are kept within the first aid kit. If these are not available, care should be taken to wash hands immediately after handling.
2. All needles and syringes found on school premises should be handled with great care and safely removed to a sealable sharps disposal box. In the first instance the Head teacher and site manager are responsible for ensuring the site is made safe.

The first aid kit and sealable sharps disposable box are located in the **Medical Room at the School Reception.**

In the event of a needle stick injury to any party, urgent medical advice should be sought.

Please refer to Appendix 2 within the School's Substance Misuse Policy for a full overview

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Appendix 3 – Substance Misuse Incident Recording

Date of incident		Time of incident		Location	
Staff involved		Pupils involved		Others involved	

Initial incident category (Please circle)

Drug-related litter / Paraphernalia	Possession	Supply	
Under the influence	Non learner	Suspicion/allegation	
Description of incident			
Action taken		By whom	
Recorded by (Please print)		Position	

Substance / item of concern found	Yes / No			
Description of item				
Removed by		Signature		Time
Location secured at		Signature		Time
Witnessed by		Signature		Time

Police representative removing substance from school site:

Print Name		Position	
Time		Date	
Signature			

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Appendix 4 - Steps for Headteachers to take in ensuring compliance with the smoke free legislation

1. Display signs at the entrances and exits to your premises.
A site manager can be fined £200 (discounted to £150) for failing to display a sign. Additionally, if found guilty they could be fined a further £2,500 for failing to prevent smoking on their premises.
2. Display posters and window stickers inside the building's entrances and in reception.
3. Distribute information about the new legislation to staff and parents and additional people using the grounds, such as contractors.
4. Act if someone ignores the smoking ban.

Actions to consider if someone ignores the smoking ban:

1. **Approach the person and draw attention to the 'No Smoking' signs** (if the person is smoking in a place where a sign is required). Politely ask them to stop smoking.
2. **Advise the person that it is an offence for you** (as owner, manager etc.) to let anyone smoke. You should also advise them that they too are committing an offence by smoking in a smoke-free area.
3. **If the person smoking is an employee and continues to smoke:**
 - a) Explain that the purpose of the smoke-free legislation is to ensure that there is a safe environment for all, free from the harms of second-hand smoke
 - b) If required, implement your disciplinary procedure for non-compliance with your workplace's smoke-free policy
4. **If the person smoking is a client, visitor etc. and continues to smoke:**
 - a) Ask them to leave the smoke-free premises (and, where relevant, inform them where they can smoke)
 - b) If they refuse to leave, implement the normal procedure for anti-social / illegal behaviour in the premises
5. **Maintain a record of all such incidents and outcomes.**
6. **In all cases where physical violence or intimidation is threatened or encountered, seek the assistance of the police.**

Monmouthshire County Council Environmental Health Team: **01291 645711**

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Appendix 5 – Information for Parents / Carers

Chepstow School has a responsibility to educate our pupils so that their actions are based on knowledge and accurate information, to enable them to have control over their lifestyles.

Our Substance Misuse policy has been developed using Welsh Government's 10 Year Strategy "Working together to reduce harm". The strategy covers:

- Alcohol
- Tobacco, including e-cigarettes & vaping pens
- Illegal Drugs – such as heroin, cocaine, MDMA/ ecstasy, amphetamines, LSD and cannabis.
- New Psychoactive Substances
- Prescription only medications – such as tranquilizers
- Over the counter medicines – such as preparations containing codeine.
- Volatile substances – such as aerosol propellants, butane, solvents, glues and nitrous oxide.

Parents / carers and pupils should be aware that they are able to approach any member of staff and safely confide a substance misuse concern. The school will seek to provide support and information, and will ensure confidentially provided there are no Safeguarding concerns to any child. Further information and support is available from:

All-Wales School Liaison Core Programme	https://schoolbeat.cymru/
Drug and Alcohol Helpline Wales	www.dan247.org.uk 0808 808 2234 or text DAN to 81066
FRANK Friendly and confidential advice to support individuals with substance misuse issues	www.talktofrank.com SMS: 82111 Free phone helpline 24/7: 0300 123 6600
Gwent N-gage Drug and alcohol support for young people	https://barod.cymru/ 0333 320 2751
Gwent Drug and Alcohol Services (GDAS) Help and support for anyone over 18 concerned about substance misuse	www.gdas.wales 0333 999 3577
Help Me Quit Free support to help quit smoking (open to young people 12 years of age and over)	Help Me Quit Stop Smoking Service 0800 085 2219 Text HMQ to 80818
WEDINOS A harm reduction programme, that analyses substances for identification and content	WEDINOS - Welsh Emerging Drugs & Identification of Novel Substances Project admin@wedinos.org

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Substance Misuse is a problem within society and, unfortunately, schools are not excluded from this. We are very aware that concerns do not just relate to illegal substances. We must maintain vigilance and an open dialogue with pupils in order to educate them to protect themselves.

As a parent / carer we hope you will help us in our duty to protect all our pupils. If we need to speak to you and your child about substance misuse nobody within our school will judge you, or accuse you, we simply need to discuss the facts and decide whether your family may need some extra help.

Within this leaflet we have outlined some of the standard procedures that staff **MUST** follow. When staff have concerns for a child, we will usually discuss this with the parent / carer, but in some circumstances this will not be possible and Police or Social Services may be called instead.

Your child's safety is our primary concern and information may be shared with other agencies if we feel a pupil is at risk.

Staff **will**:

- Assess if there is a medical emergency.
- Contact the Headteacher or Designated Safeguarding Person (DSP) without delay.
- Seize and retain the substance concerned and transfer it to the Headteacher or CP Designate.
- Make early decisions around contacting parents / carers or other agencies.
- Ensure that written records are maintained of any incidents.
- Have discussions with pupils and their parents / carers around support available.

Staff **will not**:

- Focus solely on the disciplinary aspect of substance misuse on school premises.
- Behave in an accusatory manner towards the pupil.
- Ask questions that may interfere with a possible criminal investigation.
- Discuss the allegation other than with designated staff.
- Promise to keep secrets.

None of these procedures are aimed at upsetting or distressing you as parents / carers. They are designed to address at your child's needs.

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