

Substance Misuse Policy

Review Date	June 2016	Leader of Policy Review	Mr. G. Hughes
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1. Aims and Objectives

Hawarden High School aims to:

Provide a broad and balanced substance misuse curriculum which promotes the spiritual, moral, cultural, mental, emotional and physical development of every pupil and prepare them for the opportunities, responsibilities and challenges of adult life.

To be sensitive and respect differences whilst enabling pupils to understand the risks associated with substance use and misuse

Provide a standardised approach to managing substance related incidents with due regard for our legal obligations; to protect the wellbeing of the whole school community and give appropriate messages to staff, pupils and parents/carers ensuring that every incident is dealt with consistently

Provide a safe smoke free environment for everyone.

2. Definitions and Terminology

The standard definition of a drug or substance used for this policy is:

'A substance is something people take to change the way they feel, think or behave' United Nations.

For the purpose of this policy this includes a wide range of substances, both legal and illegal. These include:

- Tobacco, including electronic cigarettes (unless the e-cigarette is part of an agreed cessation programme and is included as part of a risk assessment)
- Alcohol
- Over the counter medicines
- Prescription only medicines such as anabolic steroids and benzodiazepines
- Illegal substances such as heroin, cocaine, amphetamines, LSD, cannabis, magic mushrooms
- Volatile substances such as aerosol propellants, butanes, solvents and glues
- New and emerging drugs (also known as legal highs)
- Steroids
- Energy drinks

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

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

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3. Policy Exceptions

Although substances have no place in Hawarden High School, there are instances where some substances may legitimately be on the premises:

Medicines: Prescribed and over the counter medicines are only permitted for use when authorised by letter from parent/carer to our school and for the sole use of pupil. We have an administration of medicines policy and the medication will be kept securely in the main office and issued as agreed. If pupils supply prescription drugs to others in school, or use them in a manner they were not intended e.g. take prescription medication not intended for that individual, they are acting unlawfully and therefore this policy will apply.

Volatile substances: Only those used by specific departments in our school for teaching purposes.

Alcohol: To help us provide consistent messages for our young people we will not permit alcohol on school site under normal circumstances.

For some, specific school events such as PTA organised evenings, we may, after careful consideration by the Governing Body allow alcohol to be consumed by those who are legally old enough to do so and in moderation.

We are aware that if we do have alcohol on the school site that we may be subject to licensing requirements and we will contact the Flintshire licensing department to determine whether a licence is required.

4. Rationale

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

5. Key Responsibilities

Implementation of policy and management of incidents or disciplinary procedures	Headteacher: Mr P Ellis Deputy Headteacher: Mr S Budgen Assistant Headteacher: Mr G Hughes
Named Contact for Flintshire Sorted (for referrals, education and targeted support)	Claire Morter
Substance Misuse Education	Mr G Hughes Heads of House
Safeguarding / Child Protection Coordinator	Mr G Hughes

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To comply with this policy, the Head teacher and the lead member of staff for substances will be responsible for:

- Oversee formulation and review of the policy and ensure that it is understood by the governors, staff, parents/carers and pupils
- Maintain vigilance over the school premises and grounds through the duty teams operating to the best of their abilities
- Establish systems to oversee and co-ordinate substance misuse incidents
- Keep a record of all substance misuse incidents
- Follow any advice from the SCPO and liaise closely with them to ensure that we work to their policies for dealing with illegal substance misuse incidents which might arise

The lead member of staff for substances will act as the direct link to the Flintshire Sorted Worker supporting Hawarden High School:

- Coordinating referrals to Flintshire Sorted.
- Meeting with the link member of staff from Flintshire Sorted on a regular basis.

The lead member of staff for substances / PSE Coordinator will be responsible for:

- Formulating the programme of study and liaising with colleagues to ensure provision across the school
- Addressing the professional development needs of staff delivering the programme
- Liaising with outside agencies and coordinating their involvement with the substance misuse education programme
- Monitoring and evaluating the programme of study and the resources used
- Consultation with pupils about what they need or would like to learn
- Liaising with the science leaders to ensure that all statutory requirements are met

6. Where does the Policy apply?

Substance misuse (including tobacco and alcohol) will NOT be permitted in any part of the school's premises or grounds, school transport or school trips. For example: kitchens, reception, staff room, school field, car park, gardens, fields, driveways etc.

6.1 Smoking and school premises and grounds

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

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6.2 Smoking and vehicles

- Smoking is not permitted in any school vehicle nor is it permitted in any commercial vehicle transporting pupils on school journeys/trips in accordance with the Smoke-Free Premises etc Regulations (Wales) 2007
- Our staff are asked to refrain from smoking in their own vehicles, when carrying passengers on behalf of the school
- Parents/carers transporting pupils to and from school events will be reminded of the schools' policy and asked to comply
- In all school vehicles a no smoking sign complying with the Smoke-Free Premises etc Regulations (Wales) 2007 is displayed in a prominent position in each compartment of the vehicle, which is wholly or partly covered by a roof, including a driver's compartment.

7. When does the Policy apply?

The procedures and practices of this policy apply:

- On school premises at ALL times
- Extracurricular activities on and off school site
- Meetings or events which are attended by school employees or pupils as part of their work and/or parents/carers and visitors to such meeting/events. For example sports day, school fairs, parents' evenings etc.
- School educational visits including away sports fixtures, off site provision and work experience
- School transport
- Journey to and from school and behaviour in the immediate vicinity of the school will be a matter of judgement for the head teacher (see Exclusions from Schools and Pupil Referral Units 081/2012, Welsh Government, 2012).

8. Who does the Policy apply to?

The policy applies to all school staff - permanent, temporary, full or part time and supply; peripatetic teachers; support staff; canteen staff; caretakers and cleaners; administration staff; students on placement; contractors; parents/carers; visitors; outside agencies; committee members such as governors, PTA, members of the public; volunteers; and all pupils using the school premises or vehicles.

9. Curriculum

The aim of our substance misuse education is to empower pupils to make responsible, well-informed decisions about substances used and/or misused in society. We recognise that we live in a diverse society and pupils will come from a variety of family backgrounds. Our programme will be non-judgemental without stereotyping and stigmatising. The personal beliefs and attitudes of staff or external agencies should not influence our education programmes. The programme for each year group are available in the PSE and Science schemes of work.

10. Procedures for Dealing with a Substance Misuse Related Incident

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10.1 Types of incidents

Incidents can happen unexpectedly therefore we have detailed guidance in place to support staff to take appropriate action. Substance misuse incidents may relate to pupils, staff members, parents/carers or other adults. The type of incidents could include: discovery of drugs or drug paraphernalia on the premises/grounds; suspicion, rumour or allegation about an individual's activities; disclosure about substance misuse on the premises/school activity; use or signs and symptoms of substance misuse; selling or dealing substances or possession of substances. All cases will be treated seriously and reported to the head teacher. In decisions about the appropriate course of action to take, the wellbeing and safety of pupils and the whole school community will be the immediate priority. If anyone appears ill or unsafe as a result of substance misuse first aid procedures will be followed. If there is a suspicion that a pupil has suffered, or is at risk of suffering significant harm, safeguarding procedures will be followed. Where criminal activity is disclosed or suspected, we will report the matter to the School Liaison Officer and / or Community Police Officer.

10.2 Police Involvement

For ALL substance misuse incidents the safety of pupils and the whole school community is the immediate priority.

We will involve the School Liaison Officer and /or Community Police Officer and not the emergency police for all substance misuse incidents.

If the situation is an emergency, then a 999 call will be made for a quicker response. For example, if anyone appears ill or unsafe as a result of substance misuse (e.g. overdose, solvent misuse), we will follow first aid procedures and call 999 if needed. OR for example when a parent/carer is about to drive their child home and it is suspected that they are unfit to do so through intoxication or if an incident involves illegal drugs.

For further details about the involvement of the School Liaison Officer, please refer to the School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2012).

10.3 Procedures for Managing an Incident Involving Pupils

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

*Please refer to **Appendix 5: Flow chart.***

10.3.1 Procedure for Dealing with a Pupil after an Incident

Drugs and alcohol affect behaviour. The fact that drugs or alcohol have caused a pupil to behave inappropriately will not be seen as a mitigating factor – the behaviour will be dealt with using our Behaviour Policy.

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It is not our role to provide medical care to those under the influence of drink or drugs. If a pupil is at risk because of impaired mental state, parents/carers will be contacted and required to take responsibility of their child. Failing that, an appropriate emergency contact will be asked to assist. Alternatively Social Services and the SCPO if appropriate will be called for advice.

A pupil will not be released to walk, cycle or catch the bus home if there is concern about mental impairment resulting from any substance.

Our main aim is to protect the safety and welfare of the pupil and prevent further incidents. We have an agreed set of sanctions and levels of support for pupils involved in substance misuse incidents and will work closely with parents/carers, colleagues in the school and partner agencies such as Flintshire Sorted and the Police to provide appropriate support.

Please refer to:

Appendix 1: *Sanctions for Pupils Substance Misuse.*

Appendix 2: *Incident Reporting Template.*

Appendix 4: *Flintshire Sorted Referral Form / Screening Tool*

10.4 Procedure for Dealing with Incidents Involving Staff

Substance Misuse related incidents involving staff is subject to Flintshire County Council's Employment and Disciplinary Policy and Procedures .

10.5 Procedure for Dealing with Adults (not Staff)

Hawarden High School will not release pupils into the care of other adults where there is a possibility of harm to that pupil. Where there is evidence that parents or carers arriving at school to collect pupils are under the influence of drugs or alcohol, Social Services or Police will be contacted in line with the All Wales Child Protection Procedures 2008.

Where a parent or visitor is / or appears to be under the influence of a substance on the school premises and they will be asked to leave immediately. The parent /visitors safety will be ensured, with supervision if necessary, provided this can be achieved without putting employees or others at risk of physical harm. Where illegal substances are involved, Police will be informed. We will try to arrange for another named contact to collect the pupil.

Appendix 2: *Incident Reporting Template.*

10.6 Procedure for Discovery of Drug Paraphernalia on School Grounds

If needles, syringes or drug paraphernalia are found on our school premises:

- The lead person will be informed
- The paraphernalia will be placed in a sharps box, using gloves and tweezers
- Environmental Services will be contacted to empty the box
- We will inform the SCPO
- Incident report form will be completed
- Safety education with pupils as required

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10.7 Procedure for Discovery of Substances on School Grounds or Confiscating Substances

Where a suspected substance is found or recovered within the confines of a school OR if a member of staff wishes to confiscate a substance, we will follow the Police School Crime Beat Policy:

- Confiscate the substance and place in a bag.
- Staff will not attempt to analyse or taste any unidentified substance under any circumstances.
- For suspected legal or illegal drugs we will contact the SCPO for disposal and advice re - future action. If the SCPO is not available – the local police station will be contacted as soon as possible. Explain the situation and ask for an incident number – this will be done expeditiously.
- We will ensure that the seizure is witnessed in corroboration with another member of staff.
- Alcohol – can be poured away and container discarded (inform parent/carer who may want to collect item).
- Tobacco – can be destroyed and discarded (inform parent/carer who may want to collect item).
- E-cigarettes – can be destroyed and discarded (inform parent/carer who may want to collect item).
- Illegal drugs, new emerging drugs, volatile substances – we will store the substance in a suitable location in the presence of a witness pending police arrival.
- Incident report form will be completed, explaining how the substance was disposed of, and will include witness signatures, including police signature if an illegal substance was involved.

10.8 Substance Misuse Incidents that occur Out of School Hours / in the Local Community

The school has no role in dealing with substances related incidents outside school hours and premises other than:

- On school trips and visits, when the same expectations and procedures will be applied as far as is reasonable and practicable
- By passing information onto relevant agencies when the safety or well being of a pupil is threatened
- To assist police in preventing the use of land surrounding the school for drug trading
- When adult substance misuse (including alcohol) impairs upon the safety of a pupil
- If incidents occur in the local community we will undertake additional work with appropriate outside agencies to reinforce key messages through PSE and school assemblies

11. Searching

- School staff may not carry out personal searches of pupils or adults, their clothing or their personal property without consent even if they suspect that the person is in possession of a forbidden substance or article
- Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused
- School staff may ask someone to turn out pockets, empty bags, etc. If efforts to persuade someone suspected of substance misuse to comply with this request fail, then the school can do either, or both, of the following: in the case of a pupil, contact parent/carers and request that they come into school and search the pupil and his/her property; OR proceed on formal lines and contact the SCPO
- Staff may not detain a pupil or adult without their consent for the purpose of a search

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- Schools will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

12. Contact with Parents/Carers

There will be a reasonable attempt to contact parents / carers to inform them that a search will take place. Parents/carers do not have the right to prevent such a search nor to delay it unduly. The police are limited in their powers to detain a person in advance of a search. If parents/carers can be contacted and are able to attend the school site, they will be escorted to the room in which the search will take place.

Parents/carers will be informed of any substances related incident unless:

- There are safeguarding concerns
- It would interfere with a school investigation
- It would interfere with a police investigation
- It could result in greater harm to the pupil for another reason.

Parents/carers will normally be contacted directly by telephone or letter in the event of proven substance usage. If it is suspected but not proven, the agreed police protocol will be implemented.

*Please refer to **Appendix 3: Template Letters for Parent / Carers.***

13. Contact with Police

When information is passed to the police, a search will be requested and it will be stressed that wherever possible that it will be the SCPO (or alternatively plain clothed or family protection officers will be requested). Only as a last resort, or if there is a need to conduct the search swiftly, will uniformed officers attend the school.

On attending, officers will be briefed as to the nature of the allegation and the confidence in the source of information. They will be escorted to the room in which the search is to take place, if the pupil is already detained.

When the parents/carers are not present a member of school staff (teaching or non-teaching) will be present throughout the search (a risk assessment will be needed to be done by the school). Although some questioning associated with the search will be allowed, no formal interview will be permitted unless parents/carers are present. It is very unlikely that such an interview will take place on school premises.

Staff should be wary of any attempt of the pupil to escape in order to dispose of any drugs, or attempt to pass drugs to any other pupil either in the classroom or on the way to the search.

14. Interviewing and Investigations

Further investigations will be held post incident; and if appropriate interviews will be held to establish the facts, level of involvement and whether others were involved. We may also need to arrange interviews with staff, other pupils to further establish the facts and obtain corroboration. Parents/carers will be allowed access to their child with a member of staff present at all times. The SCPO can be involved in partnership or police investigations when suspected illegal substances are involved. If police involvement is necessary every attempt will be made to have a parent/carer present.

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Please refer to **Appendix 2: Incident Reporting Template**.

15. Recording of Incidents

Records will be maintained for ALL substance misuse and related incidents using the appropriate templates. Records of ALL interviews must be kept.

Please refer to **Appendix 2: Incident Reporting Template**.

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

16. Sharing Intelligence

If we have any information in relation to illicit or counterfeit substances or information pertaining to any substance use, or dealing in the community, then we will report this to the police, trading standards or Flintshire Sorted accordingly.

17. Media Contact

Staff will not report incidents and/or issues concerning Substance Misuse to the local press and media. This is a breach of confidentiality and could lead to disciplinary action. The Head teacher, in consultation with the county Press Office and Governors will deal personally with all media matters. All media enquiries will be referred to the county Press Office.

18. Confidentiality and Safeguarding

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

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

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

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

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In terms of substance misuse education:

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

19. Monitoring and Evaluation

This policy will be reviewed every two years.

The lead for Substance Misuse, the PSE coordinator and Science coordinator are responsible for reviewing Substance Misuse Education regularly to ensure that programmes are responsive to the needs of pupils and that a supportive learning environment is maintained for all.

The head teacher, lead for substance misuse and the governing body are responsible for monitoring incidents (e.g. the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and reviewing incident management procedures.

The head teacher and lead for substance misuse will ensure that the findings from staff, parent/carer and pupil evaluations contribute to our school's self-evaluation process and to the policy review process.

20. References

- Welsh Government: Working Together to Reduce Harm- The Substance Misuse Strategy for Wales 2008 – 2018
- Welsh Government: Guidance for Substance Misuse Education (2013)
- Welsh Government: Personal and Social Education Framework (2008)
- Welsh Government: Science Curriculum (2008)
- Welsh Government: The Smokefree Premises etc (Wales) Regulations (2007)
- School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2012)
- All Wales Child Protection Procedures (2008)
- Equality Act 2010
- Denbighshire Healthy Schools Substance Misuse Policy (2014)
- Flintshire Healthy Schools Primary Substance Use and Misuse Policy (2013)

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21. Appendix

- **Appendix 1** – Sanctions for Pupils Substance Misuse
- **Appendix 2** – Record of Substance Related Incident template and Record of Follow up Action template
- **Appendix 3** – Template Letters to Parent / Guardians
- **Appendix 4** – Sorted Referral Form and Screening Tool
- **Appendix 5** – Procedure for managing an incident

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APPENDIX 1: GUIDANCE ON SANCTIONS FOR PUPILS SUBSTANCE MISUSE IN FLINTSHIRE SCHOOLS

1. CIGARETTES OR E-CIGARETTES

Substance	Offence	Sanction	Actions
Possession or consumption of: Cigarettes or E-cigarettes	1st	Recorded warning and contact with parent/carer. HOH Detention	<ul style="list-style-type: none">• Provide literature/support about smoking and cessation services.• Offer Cessation advice from Flintshire Smoking Cessation Worker.
	2nd	SLT Detention	<ul style="list-style-type: none">• Provide literature/support about smoking and cessation services.• Offer Cessation advice from Flintshire Smoking Cessation Worker.
	Repeat	1 day isolation from mainstream lessons <i>and thereafter sanction to depend on individual circumstances</i>	<ul style="list-style-type: none">• Provide literature/support about smoking and cessation services.• Offer Cessation advice from Flintshire Smoking Cessation Worker.• Meeting with pupil, parent/carer, school and Flintshire Sorted for pupils in Year 9 and under .

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2. ALCOHOL

Substance	Offence	Sanction	Actions
Possession or consumption of: Alcohol during school day	1st	1 day fixed term exclusion	<ul style="list-style-type: none"> • Provide literature/support about alcohol and Flintshire Sorted. • Meeting with pupil, parent / carer, school , Flintshire Sorted. • Referral to Flintshire Sorted.
	Repeat	2 day fixed term exclusion <i>and thereafter sanction to depend on individual circumstances</i>	<ul style="list-style-type: none"> • Provide literature/support about alcohol and Flintshire Sorted. • Meeting with pupil, parent/carer, school , Flintshire Sorted, other partners (e.g. Police Liaison officer) • Ongoing work with Flintshire Sorted.
<i>Suspected</i> Consumption of: Alcohol before arriving on school premises – arriving under the influence	1st	1 day fixed term exclusion	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • Direct/provide parent/carer with information about Flintshire Sorted and the substance involved. • Meeting to be held with pupil, parent/carer, school, Flintshire Sorted. • Referral to Flintshire Sorted.
	Repeat	<i>Sanction to depend on individual circumstances and previous record.</i>	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • Direct/provide parent/carer with information about Flintshire Sorted and the substance involved. • Meeting with pupil, parent/carer, school rep, Flintshire Sorted • On-going work with Flintshire Sorted.
	1st	<i>1 day fixed term exclusion</i>	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • <i>Direct/provide parent/carer with information about Flintshire Sorted and the substance involved.</i> • <i>Meeting to be held with pupil, parent/carer, school, Flintshire Sorted.</i> • <i>Referral to Flintshire Sorted.</i>
	Repeat	2 day fixed term exclusion <i>and thereafter sanction to depend on individual circumstances</i>	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • Direct/provide parent/carer with information about Flintshire Sorted and the substance involved. • Meeting with pupil, parent/carer, school rep, Flintshire Sorted • On-going work with Flintshire Sorted.
Disclosure: Alcohol		NA	<ul style="list-style-type: none"> • If a young person makes a disclosure about misuse of alcohol, then an instant referral to Flintshire Sorted should be made.

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3. ILLEGAL DRUGS, NEW EMERGING DRUGS (NPS), VOLATILE SUBSTANCES AND STEROIDS (NON-PRESCRIBED)

Substance	Offence	Sanction	Actions
Possession or consumption of: Illegal drugs, new emerging drugs, volatile substances and steroids during school day (on premises)	1st	Recommendation of Permanent exclusion	<ul style="list-style-type: none"> • Provide parent /carer with information about the Flintshire Sorted and the substance involved. • Automatic referral to Police (illegal drugs) and liaise with local authority. • Investigate Managed Move. • Meeting with pupil, parent/carers, school rep, governor, local authority, Flintshire Sorted, other partners (e.g. Police Liaison officer). • Ongoing work/referral with Flintshire Sorted.
Suspected Consumption of: Illegal drugs, new emerging drugs, volatile substances and steroids before arriving on school premises – arriving under the influence	1 st	1 day fixed term exclusion	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • Provide parent/carers with information about Flintshire Sorted and the substance involved. • Meeting to be held with pupil, parent/carers, school, Flintshire Sorted. • Referral to Flintshire Sorted.
	Repeat	<i>Sanction to depend on individual circumstances including recommendation of Permanent Exclusion</i>	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • Provide parent/carers with information about Flintshire Sorted and the substance involved. • Meeting to be held with pupil, parent/carers, school, Flintshire Sorted. • Referral to Flintshire Sorted. • Ongoing work with Flintshire Sorted.
Supplying (selling): Illegal drugs, new emerging drugs, volatile substances and steroids	1 st	Initially 5 days fixed term exclusion, pending further investigation. If proven, permanent exclusion.	<ul style="list-style-type: none"> • Arrange for parent / carer to collect pupil from school immediately. • Automatic referral to Police (illegal drugs) and liaise with local authority / partners. • Meeting with pupil, parent/carers, school, governor, local authority, Flintshire Sorted, other partners (e.g. Police Liaison officer). • Flintshire Sorted will provide an intervention to prevent further incidents of supply (this could include working with the Police).
Disclosure: Illegal drugs, new emerging drugs, volatile substances and steroids	NA	NA	<ul style="list-style-type: none"> • If a young person makes a disclosure about misuse of drugs, then an instant referral to Flintshire Sorted should be made.

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4. PRESCRIPTION AND OVER THE COUNTER DRUGS

Substance	Offence	Sanction	Actions
Possession or consumption of: Prescription and over the counter drugs during school day (on premises)	1st	NA	<ul style="list-style-type: none"> • Refer to Administration of Medicine Policy • Suspected dependency or misuse, referral to Flintshire Sorted.
Supplying: Prescription and over the counter drugs during school day (on premises)	1st	<i>Sanction to depend on individual circumstances</i>	<ul style="list-style-type: none"> • Contact to be made with parent/carer. • Automatic referral to Police and liaise with local authority / partners. • Meeting with pupil, parent/carer, school, governor, local authority, Flintshire Sorted, other partners (e.g. Police Liaison officer) • Flintshire Sorted will provide an intervention to prevent further incidents of supply (this could include working with the Police).
Disclosure: Prescription and over the counter drugs	NA	NA	If a young person makes a disclosure about misuse/dependency of prescription or over the counter drugs, then an instant referral to Flintshire Sorted should be made.

Appendix 2



Record of Substance Misuse Related Incidents (including Smoking)

ATTACH to SIMS where possible and on the pupil record

People Involved:

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

Type of Incident:

	✓
Smoking on school premises	
Drug, drug paraphernalia or drug litter found on or near school premises	
Pupils or parents/carers in possession of substances on school premises, trip or transport	
Pupils or parents/carers misusing substances on school premises, trip or transport	
Pupils or parents/carers selling or supplying substances on school premises, trip or transport	
Pupil discloses that they are misusing substances in and out of school activities	
Suspicion of substance misuse on school premises	
Suspicion of substance use before arriving on school premises	
Symptoms of substance misuse	
Allegation of substance misuse in and out of school activities	
Parent/carer intoxicated when collecting pupil	
Parent/carer expressing concerns about pupil	
Pupil discloses that their parent/carer are misusing substances	

Description of Incident:

Date:	Time:	Location:	Substance(s) involved:	
Description of incident including description of any symptoms, what was seen or said and actions taken.... (what young person has admitted to using and previous history of usage)				
First aid treatment given <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	What treatment was given		
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Time		
Were any substances handed over? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Description	Witness names	

Substance disposal <input type="checkbox"/> Bin or sink (cigarettes / alcohol) <input type="checkbox"/> Collected by police (illegal substances)	By whom	Date / time	Witness names/Signatures Police Signature
Have parent/carers been informed <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Name of parent/carers	Date / time
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> School Substances Lead <input type="checkbox"/> Head Teacher <input type="checkbox"/> Flintshire Sorted <input type="checkbox"/> Form Tutor <input type="checkbox"/> Other _____		
Pupil removed from school <input type="checkbox"/> Yes <input type="checkbox"/> No	Collected by		Time

Form completed by:

Name	Signature	Date
------	-----------	------

Appendix 2



Record of Substance Misuse Related Incidents (including Smoking)

ATTACH to SIMS where possible and on the pupil record

People Involved:

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

Type of Incident:

	✓
Smoking on school premises	
Drug, drug paraphernalia or drug litter found on or near school premises	
Pupils or parents/carers in possession of substances on school premises, trip or transport	
Pupils or parents/carers misusing substances on school premises, trip or transport	
Pupils or parents/carers selling or supplying substances on school premises, trip or transport	
Pupil discloses that they are misusing substances in and out of school activities	
Suspicion of substance misuse on school premises	
Suspicion of substance use before arriving on school premises	
Symptoms of substance misuse	
Allegation of substance misuse in and out of school activities	
Parent/carer intoxicated when collecting pupil	
Parent/carer expressing concerns about pupil	
Pupil discloses that their parent/carer are misusing substances	

Description of Incident:

Date:	Time:	Location:	Substance(s) involved:	
Description of incident including description of any symptoms, what was seen or said and actions taken.... (what young person has admitted to using and previous history of usage)				
First aid treatment given <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	What treatment was given		
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Time		
Were any substances handed over?	By whom	Description	Witness names	

<input type="checkbox"/> Yes <input type="checkbox"/> No			
Substance disposal <input type="checkbox"/> Bin or sink (cigarettes / alcohol) <input type="checkbox"/> Collected by police (illegal substances)	By whom	Date / time	Witness names/Signatures Police Signature
Have parent/carers been informed <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Name of parent/carers	Date / time
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> School Substances Lead <input type="checkbox"/> Head Teacher <input type="checkbox"/> Flintshire Sorted <input type="checkbox"/> Form Tutor <input type="checkbox"/> Other _____		
Pupil removed from school <input type="checkbox"/> Yes <input type="checkbox"/> No	Collected by		Time

Form completed by:

Name	Signature	Date
------	-----------	------

APPENDIX 2



**Record of Follow-up Action to Substance Misuse Related Incidents
Sanction given to pupil(s)**

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

Smoking Incidents Only:

Smoking health leaflets and verbal information issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Pupil Signature
Information about cessation support issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No		

Re-integration Meeting (N/A for smoking):

Re-integration meeting letter sent? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom	Date Sent
Who was present (please provide name and who they are)		
Date of Meeting	Time of Meeting	Location
Key discussion points from the meeting and agreed actions / support		
Actions (✓)	Who	Details
<input type="checkbox"/> Leaflets and verbal information on substances given		
<input type="checkbox"/> Information about support service given		
<input type="checkbox"/> Pastoral Support Plan		
Onward referral to other service (✓)		
<input type="checkbox"/> Flintshire Sorted		
<input type="checkbox"/> Social Services		
<input type="checkbox"/> Other:		

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

Pupil and Parent/Carer Declaration

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

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

Form completed by:

Name	Signature	Date
------	-----------	------



Substance Misuse Incident Template Letters to Parents/Carers

Template Letter 1	Smoking Incident: first offence
Template Letter 2	Smoking Incident: second offence
Template Letter 3	Smoking Incident: repeat offences
Template Letter 4	Alcohol Incident: first offence
Template Letter 5	Alcohol Incident: second offence
Template Letter 6	Alcohol Incident: (supply) first offence
Template Letter 7	Alcohol Incident: (supply) second offence
Template Letter 8	Possession or Consumption of illegal drugs, new emerging drugs (NPS), volatile substances and steroids (non-prescribed) <u>on school premises</u>: first offence
Template Letter 9	Suspected Consumption of Alcohol or illegal drugs, new emerging drugs (NPS), volatile substances and steroids (non-prescribed) <u>before arriving at school</u>: first offence
Template Letter 10	Suspected Consumption of Alcohol or illegal drugs, new emerging drugs (NPS), volatile substances and steroids (non-prescribed) <u>before arriving at school</u>: repeat offence
Template Letter 11	Supply of Illegal drugs, new emerging drugs (legal highs), volatile substances, steroids (non-prescribed) and prescription drugs: <u>(on school premises) first offence</u>

TEMPLATE LETTER 1 – SMOKING INCIDENT: FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

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

The substance concerned was tobacco / e-cigarettes.

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously. We felt that it was important that we inform you of this incident in a timely manner.

Any further incidents of this nature will be viewed seriously and could result in exclusion.

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can contact the school nurse or Stop Smoking Wales on 0800 08502219; young people can also contact The Filter for advice about giving up at www.thefilterwales.org/stop-smoking/

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 2 – SMOKING INCIDENT: SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

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

The substance concerned was tobacco / e-cigarettes.

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident your child will be issued a **detention**.

Detention date/time: _____

Any further incidents of this nature will be viewed seriously and could result in isolation / exclusion.

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can also contact the school nurse or Stop Smoking Wales on 0800 08502219; young people can contact The Filter for advice about giving up at www.thefilterwales.org/stop-smoking/.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 3 – SMOKING INCIDENT: REPEAT OFFENCES

Dear

SUBSTANCE MISUSE INCIDENT

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

The substance concerned was tobacco / e-cigarettes.

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident your child will be **excluded from mainstream lessons for 1 day and placed in isolation.**

Exclusion/isolation date: _____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would request that you to attend a meeting to discuss the incident on:

Date: _____ Time: _____

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available to support efforts to give up smoking. Should you wish to discuss this any further you can also contact the school nurse or Stop Smoking Wales on 0800 08502219; young people can contact The Filter for advice about giving up at www.thefilterwales.org/stop-smoking/.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 4 – ALCOHOL INCIDENT: FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

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

The substance concerned was alcohol.

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident your child has been **excluded from mainstream lessons for 2 days and placed in isolation.**

Exclusion/isolation date: _____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would request that you to attend a meeting to discuss the incident on:

Date: _____ Time: _____

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further, you can contact Sorted - the Young People's Drug and Alcohol team on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 5 – ALCOHOL INCIDENT: SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol.

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident your child has been **excluded for a fixed period of 1 day** and a referral has been made to Sorted - the Young People’s Drug and Alcohol team.

Exclusion date: _____

Any further incidents of this nature will be viewed very seriously.

We would request that you to attend a meeting to discuss the incident on:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further at this stage you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 6 – ALCOHOL INCIDENT (SUPPLY): FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol (supplying).

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident your child has been **excluded from mainstream lessons for 2 days and placed in isolation**. A referral has been made to Sorted - the Young People’s Drug and Alcohol team.

Exclusion/Isolation date: _____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would request that you to attend a meeting to discuss the incident:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further at this stage, you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 7 – ALCOHOL INCIDENT (SUPPLY): SECOND OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in an incident of substance misuse. The substance concerned was alcohol (supplying).

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident your child has been **excluded for a fixed period of 2 days** and a referral has been made to Sorted - the Young People's Drug and Alcohol team.

Exclusion date: _____ Return to school on: _____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would like you to attend a re-integration meeting at the school prior to your child returning:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of alcohol on his/her health and the support services that are available. Should you wish to discuss this any further you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 8 – CONSUMPTION OR POSSESSION OF ILLEGAL DRUGS, NEW EMERGING DRUGS (NPS), VOLATILE SUBSTANCES AND STEROIDS (NON-PRESCRIBED) INCIDENT DURING SCHOOL DAY: FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

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

This was a serious incident of substance misuse involving _____

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and have a zero tolerance policy for consumption / possession of illegal drugs on any school premises. **As a result of this incident your child has been excluded from school.** A referral has been made to Sorted - the Young People's Drug and Alcohol team.

Exclusion date: _____

The **police (delete as appropriate)** and Local Education Authority have also been informed of the incident.

We would request that you attend a meeting at the school on:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further at this stage, you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 9 – SUSPECTED CONSUMPTION OF ALCOHOL OR ILLEGAL DRUGS, NEW EMERGING DRUGS (NPS), VOLATILE SUBSTANCES AND STEROIDS (NON-PRESCRIBED) INCIDENT BEFORE ARRIVING ON SCHOOL PREMISES: FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in a suspected incident of substance misuse involving _____

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and as a result of this incident you were contacted in order to collect your child from school. Your child will receive a **1 day exclusion from mainstream lessons upon return to school and will be placed in isolation**. A referral has also made to Sorted - the Young People's Drug and Alcohol team.

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would request that you attend a meeting at the school to discuss the incident:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further at this stage, you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 10 – SUSPECTED CONSUMPTION OF ALCOHOL, ILLEGAL DRUGS, NEW EMERGING DRUGS (NPS), VOLATILE SUBSTANCES AND STEROIDS (NON-PRESCRIBED) INCIDENT BEFORE ARRIVING ON SCHOOL PREMISES: REPEAT OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

Your child has been involved in a suspected incident of substance misuse involving _____

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and **as a result of this incident your child will be XXX school to determine**. A referral has been made to Sorted - the Young People's Drug and Alcohol team.

Exclusion date: _____ Return to school on: _____

Any further incidents of this nature will be viewed seriously and could result in exclusion.

We would request that you attend a meeting at the school to discuss the incident:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further at this stage, you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely

XXXX

TEMPLATE LETTER 11 – SUPPLY OF ILLEGAL DRUGS, NEW EMERGING DRUGS (NPS), VOLATILE SUBSTANCES AND STEROIDS (NON-PRESCRIBED), PRESCRIPTION DRUGS INCIDENT: FIRST OFFENCE

Dear

SUBSTANCE MISUSE INCIDENT

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

This was a serious incident of substance misuse involving the supplying of _____

Details of incident:

The school and Flintshire County Council view substance misuse extremely seriously and have a zero tolerance policy for the supply of illegal drugs on any school premises. **As a result of this incident your child will be excluded for 5 days fixed term, pending further investigation. This could result in permanent exclusion from the school.** Please note a referral has been made to Sorted - the Young People's Drug and Alcohol team.

Exclusion date: _____

The **Police (delete as appropriate)** and Local Education Authority have also been informed of the incident.

We would request that you attend a meeting at the school on:

Date: _____ Time: _____

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

Please confirm your attendance at this meeting.

Your child has been issued with information about the negative effects of substances on his/her health and the support services that are available. Should you wish to discuss this any further you can contact Sorted on 01244 551477.

If you have any further questions please do not hesitate to contact _____

Yours sincerely
XXXX



SCREENING TOOL FOR PROFESSIONALS

The purpose of this screening tool is to identify those young people who may benefit from a referral to Flintshire Sorted for some work around their drug and/or alcohol use. There is no need for the young person to elaborate on the answers to these questions as they may be embarrassed or feel as though they cannot be honest at this stage.

If the answers to the questions below indicate that the young person would benefit from some input from the service please ask their permission before completing the referral form on the next page.

Please send to your Flintshire Sorted link worker or email to lynne.robinson@flintshire.gov.uk or post to Flintshire Sorted Office, Upper Floor, 2 Padeswood Rd, Buckley, Flintshire, CH7 2JL.

1. Have you ever got drunk or taken drugs? YES NO
2. Are you still doing it? YES NO
3. Has it caused problems or got you into trouble? YES NO
4. If help was on offer would you take it? YES NO

5. If NO, would you agree to a member of the drug and alcohol team contacting you with a bit of information? YES NO

If the young person agrees, please fill in the referral on the next page



FLINTSHIRE SORTED
 Young People's Drug & Alcohol Team
REFERRAL TO HEALTH PANEL

Referred by:		Date referred:-	Date of Health Panel:-
Agency: Contact No:			
Name of young person:-		D.O.B. :-	
Preferred name :-			
Ethnicity: WB		Ed <input type="checkbox"/>	
Home Address & postcode		Current Address:-	
		Tel. No:	
Parental responsibility :-			
Details of referral:			
Preferred Sorted worker? Please circle <u>Male</u> Female No preference			
School if attending:-			
Is the young person aware of the referral?			
Are the parents aware of the referral?			
Is the home safe for home visits?			
Other agencies / professionals currently involved:-			
Child Protection Issues:-			
G.P if known:-			
Dentist if known:-			
Signed			
Date:-			

Incident involving Pupils in Flintshire Secondary Schools 2015

