



Drug Education and the Management of Drug Related Incidents Policy

'Substance misuse can have a major impact on young people's education, their health, their families and their long-term chances in life'

(Government Drugs Strategy, supporting People to live a Drug Free Life, 2010)

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Contents

1. Drug Education Policy and Management of Drug Related Incidents	3
2. Statement of Policy	3
3. Aims.....	3
4. Preventing Young People from Becoming Drug Users	3
5. Key People at Willow Bank School.....	4
6. Roles and Responsibilities of Drug Education Coordinator.....	4
7. Roles and Responsibilities of Drug Education Curriculum Coordinator	4
8. Managing Incidents of Substance Misuse in School	4
9. Drug Education	4
10. Teaching Methods.....	5
11. The Definition of a Drug	5
12. Defining a Drug Incident.....	5
13. Defining School Boundaries	5
14. Drug Related Incidents.....	6
15. A Medical Emergency.....	6
16. Other Drug Related Incidents.....	6
17. Responding to Incidents.....	7
18. Sanctions	7
19. Confiscation and Disposal	7
20. Confiscation of Other Unauthorised Drugs	8
21. Searching and Detection.....	8
22. Drug Using Parents.....	9
23. Intoxicated Parents and Carers on School Premises	9
24. Media.....	9
25. Guidance for Staff	9
26. Management of Medicines in Schools	10
27. Possession with an Element of Doubt	10
28. Reducing Harm to the Community	10
Appendix A – Drug Incident Form	11
Appendix B – Drug Incident Table.....	12
Appendix C – YPDAAT Flowchart.....	16
Appendix D Connecting Policies for Safeguarding purposes.....	17

1. Drug Education Policy and Management of Drug Related Incidents

This policy seeks to underpin the school's aims; in particular to promote a caring and secure place of learning; promote a strong and healthy partnership between school, home and community and encourage students to respect themselves, others and the environment in which they live. The welfare of young people is paramount and unauthorised drugs cannot be tolerated in schools.

2. Statement of Policy

Willow Bank School is committed to the health and well-being of all members of the school community and will take action to safeguard everyone's safety. We believe that we have a duty to inform and educate young people about the risks and consequences of drug use and misuse. Health Education is a vital part of the Personal, Social and Health Education of every pupil.

A partnership approach including effective communication is essential to the successful implementation of this policy. We intend to include the whole school community including staff, pupils, parents/carers, and school nurse in our drug awareness policy.

We also intend to use outside sources of experience to enrich the curriculum through agencies such as Merseyside Police, Youth Justice Service (YJS), Safer Communities, Social Services, Drug Education Team, Health and Drug Agencies.

3. Aims

- To enable pupils to make healthy informed choices by increasing knowledge, challenging attitudes, and developing and practising skills.
- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of use and misuse.
- To widen understanding about related health and social issues e.g., sex education at KS4 and crime.
- To seek to minimise the risks that users and potential users face.
- To enable young people to identify sources of personal support.
- To manage drug related incidents effectively and clarify legal responsibilities, entitlements, and obligations.
- To provide a secure framework within which staff can operate with confidence.
- To comply with OFSTED expectations in the event of a school inspection.
- To express and clarify our school's responses for staff, pupils, parents, and governors.

4. Preventing Young People from Becoming Drug Users

(2010 to 2015 government policy: drug misuse and dependency)

It is important that we encourage young people to live healthy lives and that they know the dangers of misusing drugs. We also need drug services to help young people as soon as possible if they have a problem with drugs.

We are:

- supporting children in the first years of their life so that we reduce the risk of them engaging in risky behaviour (like misusing drugs) later in life

- providing accurate information on drugs and alcohol through drug education and the [FRANK](#) service
- making it easier for headteachers to take action against pupils who are found dealing drugs in school
- through the [Business Rates Retention Scheme](#) (which includes what was the Early Intervention Grant), giving £2 billion to local councils, between 2014 and 2015, which they can use to create programmes to help prevent young people misusing drugs in the first place
- helping young people who have problems with drugs by giving them treatment and support, including supporting them in other areas of their life (for example with housing or mental health problems), so that they don't return to drug use as a way of coping with these problems

5. Key People at Willow Bank School

Named SLT and Drug Education Co-ordinator(s): Mr J McKune

Named Drug Education Curriculum Co-ordinator: Mrs C Hughes

Named Governor: Chair of Governors

6. Roles and Responsibilities of Drug Education Coordinator

- Overall charge of the process which forms and reviews the drug policy
- Responsibility for implementing monitoring systems to include recording drug-related situations
- The management of drug-related incidents
- Co-ordinating planned action to manage medicines in school
- Initiating or co-ordinating responses to any unplanned situations involving drugs
- Responsibility for ensuring evaluation takes place and that this informs policy review

7. Roles and Responsibilities of Drug Education Curriculum Coordinator

- Ensuring co-ordination and coherence of drug education
- Responsibility for evaluating drug education curriculum
- Co-ordinating links with external agencies
- Liaison with other schools

8. Managing Incidents of Substance Misuse in School

The school will follow the procedures outlined in Incidents involving unauthorised drugs in St Helens Schools (Safer St Helens <http://safer.sthelens.gov.uk/crime-types/drugs-and-alcohol/>)

9. Drug Education

- Key Stage 3

Drug Education is taught through the PHSEE & Citizenship lessons in Year 7-9. The syllabus is organised, monitored, and developed by the PHSEE & Citizenship co-ordinator. It includes finding where the children "are at", what they already know, and includes information on all drugs, including alcohol, tobacco, volatile substances, medicines, and illegal drugs.

Videos, quizzes, discussions, and poster work to display information are the methods used to try to develop the skills of enquiry and communication, participation, and responsible action.

- Key Stage 4

The emphasis is placed more on drugs and the law, as time is limited within the PHSEE & CITIZENSHIP structure. Information learned at KS3 is re-emphasised and opportunities are provided for the exploration of attitudes and values. As with Key Stage 3, a variety of teaching methods are used, including guest speakers from the drug education team and Police.

10. Teaching Methods

As stated, various methods are used to help the children and young people develop confidence in talking, listening, and thinking about drug issues.

11. The Definition of a Drug

The following list outlines the categories which could be defined as “drugs”:

- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD) under the Misuse of Drugs Act 1971
<http://www.legislation.gov.uk/ukpga/1971/38>
- Over the counter and prescription medicines, including those used improperly which can include sleeping tablets and slimming tablets – as described by the Medicines Act 1968. <http://www.legislation.gov.uk/ukpga/1968/67>
- All legal drugs including alcohol, tobacco, solvents, poppers, and psychoactive substances (legal highs).
- Drugs which are misused to enhance performance (for example steroids)

12. Defining a Drug Incident

A drug incident in school could involve suspicions, observations, disclosures, or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- Drugs or associated paraphernalia are found on school premises
- A pupil is found in possession of drugs or associated paraphernalia
- A pupil is thought to be under the influence of drugs
- A pupil is found to be a supplier of drugs on school premises
- A pupil is displaying signs of illness or inappropriate behaviour as a result of substance misuse
- A staff member has information that the illegitimate sale or supply of drugs is taking place in the local area
- A pupil discloses that they are misusing drugs, or a family member/friend is misusing drugs
- A parent/carer is thought to be under the influence of drugs on school premises
- Incidents involving staff would be referred to other policies covering the workplace

13. Defining School Boundaries

We determine our school boundary to cover and include all Willow Bank Schools site, and within 2 metres of the perimeter of the school. However, we will not tolerate drug use which can be seen from anywhere within the school site.

14. Drug Related Incidents

There are 2 categories of drug related incidents to consider:

- Medical emergencies
- Other drug related incidents

In every case, a Drug related incident monitoring form (Record of incident involving unauthorised drug) must be completed and returned to Children and Young People's Services. This will enable CYPS to monitor incidents across the borough, allocate educational support/resources, identify patterns of use, and help to save lives.

15.A Medical Emergency

A medical emergency arises when a person:

- Is unconscious
- Is having trouble breathing
- Is seriously confused or disorientated
- Has taken a harmful toxic substance
- Is otherwise at immediate risk of harm

Our procedures for an emergency apply when a pupil or others are at immediate risk of harm. In any incident involving drugs, the most urgent question is always whether medical help is needed.

The first aid policy outlines procedures for how to manage medical emergencies and administer first aid, for example, placing an unconscious person in the recovery position or dealing with a drug overdose. All staff should be aware through this policy of the importance not to chastise or over-excite a person who is intoxicated from inhaling a volatile substance. Strenuous activity can put an intolerable strain on the heart and can increase the risk of sudden death. The person should be kept calm until the effects have worn off.

Unless they are unconscious, a pupil may be intoxicated without it being a medical emergency. Pupils should be continually observed in case of changes in their condition. When necessary, we would make arrangements with a parent/carer for the child to be collected or escorted home. However, we are aware that the pupil's safety is the priority in response to any medical emergency, and if deemed appropriate, alternative arrangements would be made if the school perceived the child to be more at risk at home – Refer to Child Protection policy.

16. Other Drug Related Incidents

These can be broken down further into the following categories:

- Found Substance – This includes actual substances and/or evidence of substance use, i.e., empty aerosols, discarded needles, empty bottles, pipes etc and/or where a substance or an indication of substance use is found on school grounds.
- Possession of Substances – Where a young person or groups of young people are found to be in possession of a small number of substances or there has been a disclosure of possession. Possession can include found on the person/people; found within their belongings; found within their control (i.e., coat).
- Supply and Possession with intent to supply – If a pupil is found in possession of a larger amount of any substance, consideration should be given to the possibility of the pupil supplying to others and information relating to this should be provided on

the Drug Related incident Form. Although there is no legal obligation for the school to report the incident to the Police, we would always consider each case carefully. All incidents should be reported to LA and copies kept in the school file.

- Disclosure by young person – A student discloses own involvement with drugs; student discloses, or school discovers a parent/carer/relative/friend using or selling drugs; parent/other person seeks advice from school about (possible) drug use by student.
- Sale or supply of drugs in local area
- Parent/carer intoxicated on premises
- Repeat offences and/or suspicions will be noted on the Drug Related Incident Monitoring form

17. Responding to Incidents

Each incident will be managed according to individual circumstances. There are a range of responses that we will consider including the following: -

- Contacting Police immediately for advice
- Contacting safeguarding team within school
- Referral to the Young People's Drug and Alcohol Team/School Nurse
- Fixed term/permanent exclusion

See appendix B and C for further details.

18. Sanctions

In instances involving substance use or misuse including supply on the premises, parents will be informed. CYPS and parents can then work together to support the young person involved. The school will consider each substance incident individually. The school recognises that a variety of responses will be necessary.

Any sanctions, including permanent and fixed term exclusion, will be taken in terms of:

- Appropriateness of response
- Proportion with the offence
- The needs of all concerned i.e., the young person, other pupils, the school, and the community
- Consistency with existing school rules, codes, and expectations
- Consistency with other disciplinary actions and similar actions in the past

19. Confiscation and Disposal

In taking temporary possession and disposing of suspected controlled and illegal drugs we will follow the latest drug advice for schools

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf

- On all occasions, a member of SLT must be informed who will:
- Ensure that a second adult witness is present throughout
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- Store it in a secure location (the school safe) where access is limited to senior members of staff

- Notify the school police without delay, who will collect it and 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. Where a pupil is identified the police will be required to follow set internal procedures
- Record full details of the incident, including the police incident reference number (if appropriate) – using forms attached in Appendix A
- Inform parent’s carers, unless this is not in the best interests of the pupil
- Identify any safeguarding concerns and develop a support and disciplinary response

School staff should not attempt to analyse or taste unknown substances. All substances should be given to the school Police officer, who can advise on analysis and formal identification, although we accept this is normally carried out only if it will be required as evidence within a prosecution. If formal action is to be taken against a pupil, the police should make arrangements for them to attend a local police station accompanied by an appropriate adult for interview. Only in exceptional circumstances should arrest or interviews take place at school. An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

20. Confiscation of Other Unauthorised Drugs

When dealing with confiscation of other unauthorised drugs, such as alcohol, tobacco, solvents, and medicines we will inform parents and give them the opportunity to collect any alcohol or tobacco that has been confiscated. Similarly, parents/carers should be asked to collect and dispose of unused or date expired medicines. Unlike illegal drugs, these do not need to be destroyed or handed to the police. However, volatile substances such as lighter fuel, glue or aerosols will not be returned to a parent because of the level of danger they present to pupils and would be disposed of.

21. Searching and Detection

A search of a pupil should never take place where there is any risk to staff or pupils. In those circumstances the school police officer should be called.

The Headteacher and Senior Staff have powers of screening and searching pupils without consent. Every effort will be made to persuade the pupil to voluntarily hand over any drugs, but if the pupil is not co-operating and the pupil is suspected of concealing unauthorised drugs, Senior staff will consider carrying out a physical search. Where possible, we will contact the police to deal with the situation. Where a physical search is necessary, we will follow the guidance set out in the Screening, Searching and Confiscation – Searching without consent document produced by the Department for Education <http://www.education.gov.uk/aboutdfe/advice/f0076897/screening-searching-and-confiscation/searching-without-consent>.

The law states we can carry out a physical search, without consent, if we suspect the pupil is in possession of:

- Knives or weapons, alcohol, illegal drugs, and stolen items; and
- Tobacco and cigarette papers, fireworks, and pornographic images; and
- 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 to, 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

It is also acceptable for staff to search school property such as pupils' lockers if they believe drugs to be stored there. The school will work with Merseyside Police should any further action be deemed necessary in the future.

22. Drug Using Parents

We are aware of the impact that a parent/carers drug misuse may have on our pupils' education. Where problems are observed or suspected, or if a pupil chooses to disclose that there are difficulties at home, the offer of pastoral support may be suggested. If external services are needed, we will liaise with the Social Services Children's Duty Team for advice and consider a referral to the Young People's Drug and Alcohol Team (YPDAT). At all times we will refer to our Safeguarding Policy.

23. Intoxicated Parents and Carers on School Premises

When dealing with intoxicated parents/carers, we will attempt to maintain a calm atmosphere. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer, for example, where an intoxicated parent is intending to drive a child home. We will endeavour to discuss with the parent/carer if alternative arrangements could be made for example asking another parent/carer to accompany the student home. The focus for our staff will always be the maintenance of the pupil's welfare, as opposed to the moderation of the parent/carer's behaviour. Where the behaviour of an intoxicated parent repeatedly places a child at risk or the parent/carer becomes abusive or violent, we would consider whether the circumstances of the case are so serious as to invoke child protection procedures, and the involvement of the School Police Officer, if necessary.

24. Media

If our school were to receive a media enquiry after a drug related incident the caller should be referred only to the Headteacher or the Deputy Headteacher in her absence. In all circumstances we would seek advice from the Local Authority Public Relations Department.

25. Guidance for Staff

1. In an emergency situation follow the Guidance "Medical Emergencies".
2. In a non-emergency situation:
 - Take the student to a Senior Member of staff.
 - Do not allow him/her to go for their belongings on their own.
 - Do not confiscate, keep, dispose of, or try to identify substances on your own; this puts you at risk. Pass substances to SLT for disposal.
 - If you feel unhappy about taking the student to SLT, send someone to get help.
3. Information about substance abuse:
 - When a student gives information about other students using drugs, including incidents outside school hours, pass the information onto Designated Teacher for Child Protection. Do not try to investigate the incidents yourself. Do not ask the student to record the information.
 - If students tell you about their own involvement with drugs, please tell them that you cannot guarantee confidentiality. Inform the Designated Teacher for Child Protection.

26. Management of Medicines in Schools

- There will be a no disposal of non-prescribed medicines by any staff
- Any child requiring prescribed medicines should be kept in the main office and managed by office staff
- Information regarding medical conditions will be gathered on transfer. Parents are requested to provide information when their child enters the school and update the information as necessary
- Pupils are expected to carry their own asthma inhalers

Special provision can be made to aid pupils in their treatment of ongoing medical conditions. Parents should contact the safeguarding team with information and requests. A member of the team will make arrangements for a Health Care Plan to be completed in conjunction with parents and an appropriate health practitioner wherever possible.

27. Possession with an Element of Doubt

Where the school is not satisfied that they can internally deal with the incident, the school would request police involvement. This would be a last resort as it is not our intention to criminalise our students. Police will be contacted and asked to assess the information and make the necessary arrangements appropriate to the circumstances. It would be expected that the parent be contacted to act as the appropriate adult.

28. Reducing Harm to the Community

It would not be appropriate for the following types of incidents to be exclusively handled by schools:

- Possession of large amounts of controlled drugs
- Suspicion of controlled drugs being brought into or near school with the intention of supplying
- Where a student is arranging to supply on or off the premises
- Where there is information about the supply to young people, which requires investigation

Schools should contact the Merseyside Police, requesting police assistance and advice. Any decision for investigation and action should be discussed jointly. The police will receive information from and give advice to schools in confidence. In these cases, it may be advisable to have a copy of the drugs policy and any protocol available, so the officer acts in a consistent way.

Appendix A – Drug Incident Form



Drug Incident Form
2020.pdf

The Young People's Drug & Alcohol Team is a confidential service for young people. If you want to access the Team you can contact them on 01744 675605, or you can speak to any of your teachers. If you are worried about someone else, speak to your teachers and they will help you, or you can go to www.kooth.com, a confidential, online counselling service, for young people in the St. Helens area.

Contact information:

Young People's Drug & Alcohol Team
2 Tickle Avenue,
Parr,
St. Helens
WA91RZ
Tel:01744675605
Fax:01744677614

You could also contact the following services:

Kooth - www.kooth.com
Childline - www.childline.org.uk 08001111
Local Stop Smoking Helpline SUPPORT - 001744814837

FRANK
0800 77 66 00 talktofrank.com

Appendix B – Drug Incident Table

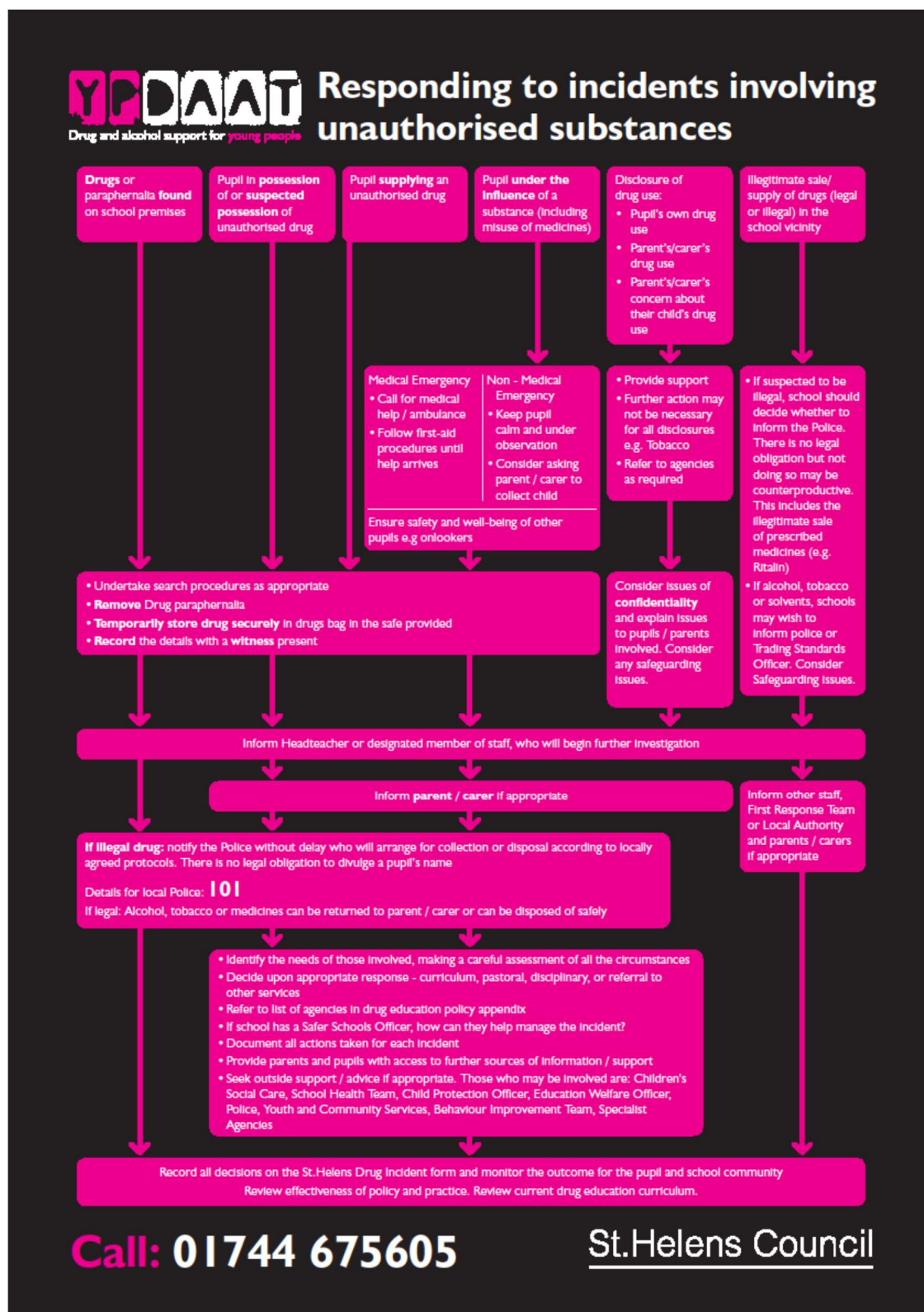
EVENT	LEGAL POSITION	INITIAL ACTION	LATER ACTIONS	CONTACTS
<p>1. Drugs or paraphernalia are found on school premises.</p>	<ul style="list-style-type: none"> • IT IS AGAINST THE LAW TO KNOWINGLY ALLOW PREMISES TO BE USED FOR PRODUCTION, CONSUMPTION OR DEALING IN SOME SUBSTANCES. 	<ul style="list-style-type: none"> • Remove drugs • Liaise with school police officer if available. • If the paraphernalia consists of sharps contact St Helens Borough Council to arrange safe disposal. • Illegal drugs: Temporarily store in a designated secure place and record the details with a witness present. Notify police to arrange collection or dispose of safely with a witness. • Legal substances: alcohol and tobacco can be disposed of safely • Inform head teacher or designated member of staff. <p>Record incident on C-Poms</p>	<ul style="list-style-type: none"> • Decide if there is a security issue. • Decide if there is a community or welfare issue. • Consider informing staff / pupils. • Ensure staff and pupils are familiar with school drug policy • Discuss issue with school caretaker who should be provided with appropriate equipment for the safe disposal of these items. 	<p>ST Helens Borough Council: 01744 676789</p> <p>Merseyside Police - 101</p>
<p>2. A pupil is found supplying or found in possession of a drug.</p>	<ul style="list-style-type: none"> • SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. • FOLLOW SAFEGUARDING GUIDELINES. 	<ul style="list-style-type: none"> • Confiscate substance and store safely with witness. • Notify police to arrange collection and disposal (if illegal substance). 	<ul style="list-style-type: none"> • Consider the degree and frequency of the offence. • Decide if, when and how parents / carers are to be informed. 	<ul style="list-style-type: none"> • Refer to YPDAAT - YPDAAT referral form <p>Contact Merseyside Police - 101</p>

EVENT	LEGAL POSITION	INITIAL ACTION	LATER ACTIONS	CONTACTS
	<ul style="list-style-type: none"> • IT IS LEGAL TO SEARCH A PUPIL OR THEIR PERSONAL PROPERTY IF THERE ARE LEGITIMATE GROUNDS FOR DOING SO WITH A WITNESS PRESENT. • THERE IS NO LEGAL OBLIGATION TO DIVULGE A PUPIL'S NAME TO THE POLICE. 	<ul style="list-style-type: none"> • Record details with a witness. • Inform head teacher or designated member of staff. 	<ul style="list-style-type: none"> • Assess extent of the problem of substance use with the young person. • Consider if there is a pupil / family welfare issue. • Decide if pupil(s) are deemed at significant risk - (consider any possible risks of exploitation) - follow safeguarding guidelines • Referral to YPDAAT, behaviour support, Youth service referral etc <p>(Fixed term / permanent exclusion- should not be an automatic response).</p>	
<p>3. A member of staff suspects or has evidence of a pupil being under the influence of a drug.</p>	<ul style="list-style-type: none"> • SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. • IT IS PERMISSIBLE TO SEARCH A PUPIL IF THERE ARE LEGITIMATE GROUNDS FOR DOING SO WITH A WITNESS PRESENT. • FOLLOW SAFEGUARDING GUIDELINES 	<ul style="list-style-type: none"> • Follow first-aid procedure if necessary. Place the pupil in the recovery position and call 999. Or, if not an emergency: <ul style="list-style-type: none"> • Remove young person to a quiet place and closely monitor them. • Ensure other young people are safe. • Confiscate any substances that are 	<ul style="list-style-type: none"> • Consider the degree of the incident and if there is evidence to substantiate • Decide if, when and how parents / carers should be informed. • Assess extent of the problem of substance use. • Decide if there is a pupil / family welfare issue. • Follow safeguarding guidelines as required 	<p>In medical emergency dial 999. Merseyside Police – 101 YPDAAT – 01744 675605</p>

EVENT	LEGAL POSITION	INITIAL ACTION	LATER ACTIONS	CONTACTS
		<p>found, and store safely with a witness.</p> <ul style="list-style-type: none"> • Inform head teacher and designated person. • Decide if parents are to be informed. • Record incident. 	<ul style="list-style-type: none"> • Consider whether to involve other agencies <p>(Fixed term / permanent exclusion should not be an automatic response)</p>	
<p>4. A pupil discloses that parents or carers are misusing drugs</p>	<ul style="list-style-type: none"> • SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. • FOLLOW SAFEGUARDING GUIDELINES. • THERE IS NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> • Inform head teacher or designated person. • Consider whether safeguarding procedures apply – consult Description of Need <p>Try and elicit further information to inform your decision making</p>	<p>Contact CGL</p> <p>Consider if young carers are appropriate</p> <p>Consider if additional support is required by completion of a EHAT and multi-agency support.</p>	<p>CGL: 01744410752</p> <p>Team manager / safeguarding lead (James Mawhinney) 07469 355 983</p> <p>Deputy safeguarding lead (Kayah Woods) 07469 355 938</p> <p>Social worker (Louise Carr) 07917435565</p> <p>National Association for children of alcoholics (NACOA) Free helpline for children 08003583456</p>
<p>5. A pupil discloses that they are using drugs</p>	<ul style="list-style-type: none"> • FOLLOW SAFEGUARDING PROCEDURES. • SCHOOLS HAVE RESPONSIBILITIES IN LOCO PARENTIS. • NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> • Discuss disclosure and appropriate action with head teacher/Safeguarding lead or designated person. • The welfare of the child should be paramount. Decide what risk is involved and to whom. 	<ul style="list-style-type: none"> • Refer young person to YPDAAT at the earliest opportunity • Decide if young person needs additional support from pastoral team. • Decide if, when and how parents / carers are to be informed (based on age, competency, risk etc) 	

EVENT	LEGAL POSITION	INITIAL ACTION	LATER ACTIONS	CONTACTS
		Consider if there are other indicators of e.g., possible exploitation		
6. School becomes aware of availability or sale of drugs in school vicinity.	<ul style="list-style-type: none"> • NO LEGAL OBLIGATION TO INFORM ANYONE. • Inform head teacher or designated person. • Inform school police officer or local police 	<ul style="list-style-type: none"> • Decide whether to inform or seek advice from police. • Inform or seek advice from local trading standards in the case of alcohol sales from local shops. 	<ul style="list-style-type: none"> • Decide whether to inform or seek advice from police. • Inform or seek advice from local trading standards/community safety in the case of alcohol sales from local shops. 	Trading Standards – 01744 676789 • Crime Stoppers Tel: 0800 555 111
7. A parent / carer approaches school about their child who is or may be using drugs.	<ul style="list-style-type: none"> • NO LEGAL OBLIGATION TO INFORM ANYONE. • IF INFORMATION IS ABOUT USE ON SCHOOL PREMISES, SCHOOL MUST ACT TO STOP THIS ACTIVITY. 	<ul style="list-style-type: none"> • Identify cause for concern. • Offer appropriate support for young person and parent / carer. • Refer young person to Targeted Youth Services BDP worker at the earliest opportunity. 	<ul style="list-style-type: none"> • The welfare of the child is paramount. Decide what risk is involved and to whom. • Decide if young person needs additional support from pastoral team. • Decide if a referral needs to be made for out of school support. 	Contact YPDAAT
8. School becomes aware that a member of staff is misusing drugs	<ul style="list-style-type: none"> • NO LEGAL OBLIGATION TO INFORM ANYONE. 	<ul style="list-style-type: none"> • Discuss with head teacher. • Discuss with the staff member Refer to St Helens Council drug and alcohol policy 	<ul style="list-style-type: none"> • Suggest referral to CGL or other local drug services • Consider welfare of staff but competence / disciplinary procedures. 	

Appendix C – YPDAAT Flowchart



Appendix D Connecting Policies for Safeguarding purposes

Willow Bank School believes it is very important that policies relating to Safeguarding issues, across the school, are read in conjunction between one another. The Policies in question have been listed below.

- Safeguarding Policy
- Child Protection Policy
- Safer Recruitment Policy
- Health & safety Policy
- Drug Policy
- First Aid Policy
- Anti-bullying & harassment Policy
- Behaviour Policy
- Positive Handling and Guidance Policy
- Attendance Policy
- E-safety Policy
- Lone Worker Policy