



"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFIL

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

Substance Misuse Policy

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'Opening Doors To The Future'

'Agor drysau i'r dyfodol'

**Original
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Author

4/1/17

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Author

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Review Date

Author

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S. L. Murphy

Our Vision

'To open the doors to the future'

Our Mission Statement

At Greenfield we aim to create a strong sense of belonging within our pupils that extends to our families and local community. We will share in each other's successes and support each other in our aspirations to achieve. Together we will nurture confident, happy and independent pupils who show positive Greenfield values as they continue their journeys into the future.





Aims

- To develop pupils' communication skills
- To use technology to impact positively upon quality of life
- To develop pupils' independence and ability to communicate their choices
- To inspire a love for learning
- To provide a meaningful curriculum for all
- For pupils to value themselves and others
- To try new things and overcome challenges
- To foster a sense of belonging to a community
- For pupils to develop an increasing understanding of their role and responsibilities in life
- To respect the needs and rights of others as a member of our community

We Value

- Communication
- Kindness
- Creativity
- Respect
- Well-being
- Effort

Our vision and values have been developed using the UN Convention on the Rights of the Child (UNCRC) as our guide, to create a safe and inspiring place to learn, where children are respected, their talents are nurtured and they are able to thrive. Our vision and values also compliment the 'Four Purposes of Learning' which underpin Curriculum for Wales. The Four Purposes are the shared vision and aspiration for every child and young person in Wales and support our pupils to become;

<p>Ambitious Capable Learners</p> 	<p>Healthy Confident Individuals</p> 	<p>Enterprising Creative Contributors</p> 	<p>Ethical Informed Citizens</p> 
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Introduction

Definitions and Terminology

For the purpose of this policy, the word '*substances*' includes all mood and performance changing substances, both legal and illegal, and include:

- Tobacco and e-cigarettes
- Alcohol
- Illegal drugs such as heroin, cocaine, ecstasy, amphetamines, LSD and cannabis
- New Psychoactive Substances (formerly referred to as *legal highs*)
- Prescription only medicines such as anabolic steroids and benzodiazepines
- Over the counter medicines and preparations that contain codeine
- Volatile substances such as aerosol propellants, butane, solvents and glues
- Caffeine and energy related drinks

Aims

- To comply with the Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 ("the 2017 Act") and the Smoke-free Premises and Vehicles (Wales) Regulations 2020 ("the 2020 Regulations")
- To ensure '**No Smoking signs**' are displayed in a prominent position at, or near each entrance to any smoke-free premises and grounds so everyone is aware.
- To provide a smoke and vape-free environment for the whole school community, protecting the right of learners, staff, parents, and visitors to not be exposed to second-hand smokeⁱ
- To improve the health of the whole school community
- To educate the whole school community on the benefits of being smoke-free and the risks associated with smoking & second-hand smoke.
- To reduce smoking-related litter on the school grounds and around school gates
- To be a healthy role model within the local community
- To contribute towards the de-normalisation of smoking and vaping amongst children and young people.
- To ensure a whole-school approach to smoking and vaping

- To adopt and support education and interventions that aim to prevent the uptake of smoking amongst the learners, staff, parents/carers, contractors, and members of the wider community.
- To reduce the prevalence of smoking across the whole school community by signposting to Smoking Cessation Services
- To meet the Welsh Network of Healthy Schools National Quality Award (NQA) Minimum Standard 11 for Substance Use and Misuse

Substance Use and Misuse at Greenfield School

Greenfield School is a smoke-free school. We take seriously our duty to promote the health of all who work, study and play here and no one is permitted to smoke in our school buildings and school grounds. As defined in the Smoke-Free law: guidance on changes from March 2021, school grounds are those that are not enclosed or substantially enclosed and are used exclusively or mainly, by the school for education, sporting or recreational purposes. For additional clarity in regard to Smoke-Free School Grounds (<https://gov.wales/smoke-free-law-guidance-changes-march-2021.html#section-58274-1>).

On the 2nd April 2007 the Smoke-free Premises etc. (Wales) Regulations (“the 2007 Regulations”) came into effect. These Regulations were introduced to save lives and prevent diseases caused by second-hand smoke. The Regulations were made using the powers in Chapter 1 of Part 1 of the Health Act 2006. With the introduction of Chapter 1 of Part 3 of the Public Health (Wales) Act 2017 (“the 2017 Act”) and the Smoke-free Premises and Vehicles (Wales) Regulations 2020* (“the 2020 Regulations”) that came into force on 1 March 2021, it is now illegal to smoke on school grounds. Smoking is the main cause of premature death in Wales. The regulations have been introduced to reduce second-hand smoke, prevent smoking-related diseases, de-normalise smoking and save lives.

* The above legislation ‘only covers smoking tobacco. It does not include e-cigarettes’. All references in this Smoke-Free Premises Policy relate to ‘the definition in the legislation which covers the smoking of cigarettes, pipes, cigars, herbal cigarettes and waterpipes (often known as hookah or shisha pipes) etc. Therefore, an individual will not be committing an offence if they were to use an e-cigarette (vaping) in a setting that is required to be smoke-free. However, those responsible for particular places and settings may introduce voluntary, non-legislative requirements on e-cigarette use if they wish’. For the purposes of this Smoke-Free Policy, e-cigarettes shall be classed in the same manner as smoking of other materials in all cases. This includes prohibiting the use of e-cigarettes in all school buildings, grounds and vehicles. In addition, this school is part of the Smoke-Free Gates initiative whereby both smoking and vaping at the school gates is actively discouraged.

Rationale

Smoking is associated with a wide variety of diseases and is the largest single cause of avoidable early death in Walesⁱⁱ. Exposure to second-hand smoke (smoke from other people's cigarettes) can also have a negative impact on health.

All members of the school community have the right to work and learn in a smoke-free environment.

Smoke-free school grounds support smoking prevention, cessation and the ongoing reduction in the number of people smoking in Wales. It aims to reduce children and young people's exposure to smoking; de-normalises the behaviour; reduces their likelihood of taking smoking up and supports ex-smokers to remain smoke-free.

The 2019-2020 School Health Research Network (SHRN) Reportⁱⁱⁱ shows that the number of young people smoking or vaping across Merthyr Tydfil is above the Welsh average with vaping being of a particular concern. Some learners report smoking/vaping before the age of 11, and smoking/vaping rates increase with age. These rates differ depending on ethnicity, gender identification and family affluence levels. Greenfield School recognises socio-economic inequalities exist in smoking/vaping, and through this policy will provide a smoke-free setting and support a smoke-free lifestyle for all learners.

The majority of smokers start as teenagers^{iv}. The earlier a person starts smoking, the more likely they are to continue, and the greater the risk to their health^v. Educating all learners around the dangers of smoking and vaping provides them with information and skills to make informed decisions about their health behaviours.

A whole-school smoke-free policy; adult and peer led smoking prevention interventions; and staff training and development, are all included in the National Institute for Health and Care Excellence (NICE) recommendations for smoking prevention in schools.

Whilst the number of children and young people's regularly using e-cigarettes is low, experimentation is higher and their long-term effects remain unknown. They are included in this policy because:

- There are no benefits to children and young people using E-cigarettes^{vi}
- E-cigarettes may normalise smoking for those who have never smoked and influence their uptake of similar behaviours
- Young people who have not previously smoked cigarettes may try e-cigarettes or be influenced by adults smoking e-cigarettes
- Mixed messages around e-cigarettes and their various flavours may attract young people to using them

Smoke-Free School Grounds, Smoke-Free School Gates and a lack of visibly smoking/vaping school staff, visitors and parents/carers, provides healthy environments and positive role models for learners. This contributes to the development of a health-promoting school and learners' healthy behaviours.

New Psychoactive Substances

A formerly popular term for New Psychoactive Substances was 'legal highs'. However, professionals should ensure that whenever the phrase 'legal high' is heard, it should be corrected to New Psychoactive Substances, as the term 'legal high' may inadvertently reinforce the perception of a less harmful or safe substance.

Principles of this Policy

At Greenfield School we are committed to the health, safety and wellbeing of the whole school and wider community. The school actively promotes and encourages healthy lifestyles through implementing a whole school community approach to substance use and misuse education throughout all key stages of the school, bringing awareness to even our youngest learners.

This Policy has been developed with reference to:

<p>This policy has been developed with reference to the following:</p> <ul style="list-style-type: none"> • The Smoke-free Premises and Vehicles (Wales) Regulations (2020) • Smoke-free Premises etc., (Wales) Regulations (2007) • Welsh Government: Guidance for Substance Misuse Education (2013) • Nice Guidance[NG209] Overview Tobacco: preventing uptake, promoting quitting and treating dependence Guidance NICE • Curriculum and Assessment (Wales) Act (2020) / Curriculum for Wales Guidance • Welsh Government: Personal and Social Education Framework and Science Curriculum (2008) • Welsh Government: Wales Safeguarding Procedures • Equality Act (2010) • United Nations Convention on the Rights of the Child (UNCRC): Children's rights in Wales GOV.WALES 	<p style="background-color: #90EE90;">This policy should not be seen in isolation as it has clear links with the following school policies</p> <ul style="list-style-type: none"> • Substance Use & Misuse Policy • Behaviour and Engagement Policy • Child Protection/Safeguarding Policy • Anti-Bullying Policy • Health and Safety Policy • Educational Visits Policy • Confidentiality Policy • Complaints Policy • Personal and Social Education (PSE) • Use of Reasonable Force and Physical Intervention • County No Smoking Policy • County HR policies such as Disciplinary Policy
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Who has been involved in the consultation and development of this Policy?

This Policy was developed by a MT Working Group of Secondary school representatives, members from the Cwm Taf Healthy School Team. Consultation on this Policy also included the Senior Management Team (SMT), staff, the school Police Liaison Officer, Greenfield School Healthy Schools Co-ordinator, Governors, pupil and parental representatives, Youth Service representatives and other relevant visitors to the school.

Location and Dissemination

This policy will be located with the Headteacher, Wellbeing deputy head, the Healthy Schools Co-ordinator and on the staff shared server. Once ratified by the policy committee of the governing body, teaching staff will be emailed a copy of the policy with expectations to read, and a log collected of signatures.

Aspects of this Policy will be replicated in the School Prospectus, shared areas on the school network and staff handbook. Parents may request a paper copy of the Policy from the school. Key sections for pupils are replicated in a pupil friendly style and maybe available for pupils when appropriate and need has been highlighted.

Staff with Key Responsibilities

In Greenfield school key responsibility in the implementation of the whole school SMU Policy includes the Head Teacher, identified Safeguarding officers, School Nurse, Health and Well-being Co-ordinator and Governors. Within Greenfield school, we believe that the emphasis for the implementation of a substance misuse policy must be adhered to by all teachers, LSA, DRA's, Volunteers and Visitors. This will support a holistic approach to SMU.

Medicines

Many drugs are lawfully carried as medicines. There is a clear Policy on the administration of medicines. If pupils supply prescription drugs to others in school, they are acting unlawfully and therefore this Policy will apply.

In response to these documents, we at Greenfield School believe that the school setting is the ideal environment to convey positive messages on healthy living. We believe that in taking forward this agenda we can educate, support and encourage our children and young people by providing them with the knowledge, skills and confidence to make informed life choices.

Broad guidelines and scope of Policy:

- The entirety of our school site is a non-smoking venue and precludes the use of e-cigarettes, alcohol and energy drinks (*see Appendix 1 for further information from Public Health Wales regarding e-cigarettes*).
- The procedures and practices within this Substance Misuse and Incident Policy relate to all times of the school day both within the school boundaries, and beyond the school premises including off site school visits, trips and residential.
- The Policy applies to all staff, pupils, parents/ carers, agency staff, governors, partner agencies, volunteers, health care professionals, council workers or contractors attending the school during and out of school hours.

- Students working in part with other educational organisations are bound by the same procedures as if they were on the school site, as will be the case with school visits regardless of the rules/ laws of the venue or host country.

Confidentiality

An important criterion of a confidential conversation is to agree what will happen to the information disclosed. **No guarantee of confidentiality can be made, and this should be clear from the outset.** Confidentiality may be broken against the wishes of the person confiding the information when necessary:

- Where there is a child or young person's safeguarding issue;
- Where the life of a young person is at risk or there is risk of serious harm to others;
- When criminal offences are disclosed (WG, 107/2013).

Roles and responsibilities

The chair of Governors) with the Health and Well-being Coordinator (Stephanie Murphy) will:

- Support the Headteacher in the implementation and delivery of this Policy
- Ensure that the Policy meets W.G guidance
- Ensure there is a robust system in place to manage substance misuse related incidents
- Ensure that staff are aware of the policy and procedures
- Ensure that the policy is effectively monitored and evaluated

The Deputy Headteacher Carol Conway will:

- Promote the policy amongst the whole school community
- Ensure staff are aware of how to deal with incidents
- Keep accurate records of incidents
- Deal with media requests in conjunction with the L.A guidance
- Monitor and evaluate the effectiveness of this policy and the SME programme.
- Address staff training needs as they arise

All Teaching and non-teaching staff will:

- Act as positive role-models
- Follow the agreed procedures for dealing with incidents
- Will follow safeguarding procedures and report concerns to the appropriate persons, making sure to record incidents and concerns.
- Support any vulnerable child or young person appropriately
- Deliver effective substance misuse education as agreed in this Policy

Parents/Carers are asked to:

- Support this Substance Misuse Education and Incident Policy
- Contact the school immediately if they are concerned that their child is involved in substance use or misuse.
- Parents to contact Social Services if family or child receives support.

Learners will:

- Support this Substance Misuse Education and Incident Policy
- Explore a Substance Misuse curriculum where they are able.
- Contribute to the review of the policy, where appropriate.
- Inform a member of staff or responsible person if they are concerned about the substance use or misuse of a fellow student;
- Inform a member of staff or responsible person if they are concerned about their own substance use or misuse.

Curriculum:

The aim of Substance Misuse Education (SME) in Greenfield School is to empower children and young people to make responsible, well-informed decisions about substances used and/or misused within society. It is imperative that schools and youth organisations take a holistic approach to SME that is directed and supported by an up-to-date Substance Misuse Policy (WG 107/2013).

At Greenfield School, pupils will learn about Substance Misuse Education using approaches that provide:

- Appropriate cross curriculum approaches throughout the six areas of learning and experiences.
- Consistent and accurate information presented simply and clearly

- Informative and accessible resources
- Access to peer and credible adult experts
- Stimulating and enjoyable tasks
- Appropriate challenges in an atmosphere where they feel secure enough to play a full and active part.

Equality

This policy applies to everyone. As an employer and provider of services, Greenfield School will not unlawfully discriminate on the grounds of age, disability, sex, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language. All learners, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation. At Greenfield School, we will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that your school is an accessible, welcoming, and inclusive environment.

Provision for Vulnerable Groups

The Substance Misuse Educational programme will be inclusive and tailored to meet the needs of all pupils within Greenfield School. It is the responsibility of the teachers alongside the Health and Well-being lead, to differentiate the curriculum to meet the individual needs of the pupils. In doing this they will be aware of any social, emotional, cultural, medical or physical needs that may have an impact on the delivery of a SME curriculum.

Support From Outside Agencies

At our school we will seek to support all of our pupils in our caring pastoral system and good working relationships with outside agencies and professional organisations. Through our PCP approach at Greenfield, we are able to build strong multi agencies links and approaches to deliver and manage our Substance Misuse Education with a consistent and holistic approach. These may include Social Services, Health professionals and Police liaison officers (PC Rogers) amongst others.

Outside agencies or visitors may provide sessional learning opportunities for pupils. The school will ensure that if external personnel are delivering information in relation to substance misuse.

- The school and the visitor have agreed the aims, content and approach of inputs by the visitor.
- The school has checked that the work of the agency or visitor is known to them and considered appropriate in respect of safeguarding /child protection procedures.
- The school will make the visitor aware of any relevant school policies.
- The school will ensure that all visitors are in receipt of a CRB/DBS check.
- The school has planned for the visitor to be supervised/actively supported by a teacher at all times throughout the visit.

Greenfield School will work in partnership and seek support and guidance from the Healthy Schools Team, the LA, the police, Drugaid, school nurse, Safer Merthyr Tydfil, the Multi Agency Safeguarding Hub (MASH), CAMHS, School Counselling Service and the Multi Interventions Assistance Team (MIA) to establish and deliver a coherent and consistent approach to substance use and misuse.

Management of Incidents:

Most children and young people will go through life without being involved in any incident involving substance misuse. However, substances are readily available and accessible within communities and it is good practice for organisations to prepare for managing incidents involving legal and illegal substances.

Managing incidents of substance misuse in schools will minimise the risk of harm to the individual and the wider community in both the short and long term. A shared understanding of responsibilities and school policies, in addition to appropriate written procedures will equip this school to respond effectively to incidents of substance misuse and allow pupils to benefit from a consistently high standard of care.

Dealing with an incident involving children and young people

All confirmed incidents involving substance misuse will be reported to the Local Authority as per MT Local Authority guidance.

Suspicion and rumour

It is important that the greatest care is taken in any attempt to substantiate rumour. False accusations can lead to repercussions or breakdown in communication and trust. It is vital not to promote further rumours. Discretion and sensitivity are paramount.

Check list for interviewing pupils over a substance misuse related incident

- Remind child/young person of the policy and procedures regarding substance misuse including the intention to contact parents/carers and police where necessary.
- Ask the child/young person to hand over any substances. If reluctant to do so, explain that the request will be repeated in the presence of parents/carers and possibly the police.
- Parents/carers should be allowed access to the child/young person with a member of staff present at all times.
- Where police involvement is necessary every attempt should be made to have parents/carers present.
- If a formal police investigation is necessary, then questioning of witnesses and offenders should be kept to a minimum.

- Once the investigation has finished, give consideration to the guidance, which has been given in terms of sanctions and the involvement of other agencies.

Incidents involving adults and staff

Incidents involving staff

Substance misuse related incidents involving staff is covered by the organisation's Employment and Disciplinary Policy and linked to the Drug and Alcohol at Work Policy. Guidance and procedures are in place to respond to allegations, concerns about, or evidence of substance misuse by staff, or supply of substances to children and young people.

These should set out the separate processes, which may be initiated in response to any allegations, concerns or evidence. The primary concern is the welfare of the children and young people. This is of greater urgency than staff disciplinary procedures.

Incidents involving adults:

When responding to situations involving adults (including visitors and parents), safety is a priority. Some situations will require action in collaboration with other agencies to ensure the safety and protection of any children and young people. Other incidents will require observation, data collection and discussion before proceeding.

Recording of incidents

All confirmed incidents should be recorded on the Incident Recording Form.

Drug and or alcohol related litter

This relates to any drug and or alcohol related litter found on or near the school premises. This could include bongs, pipes, needles, syringes, alcohol cans or burnt foil.

- Discarded needles and used syringes present health and safety implications.
- Advice will be obtained from the Local Authority's Environmental Health Department (**contact Merthyr Tydfil County Borough Council Call Centre on 01685 725377**) or the local substance misuse service providers who will be able to provide guidance, training and equipment relating to the safe disposal of needles and syringes.
- Staff will be provided training and/or guidance around these aspects of incident management.
- The flowchart for the safe disposal of discarded needles/ syringes will be displayed in the staff and Caretakers office.

- All staff are made aware of these procedures.

Confiscating substances

- A teacher may take possession of a suspected substance if that action has the purpose of preventing another person from committing or continuing to commit an offence.
- When a member of staff confiscates a suspected substance every attempt will be made to obtain an adult witness to confirm the substance has been placed in a secure place.
- Information on the above will be recorded and countersigned immediately.
- The substance should be held until a decision has been made as to the appropriate course of action unless the pupil has been admitted to hospital.
- Teachers and support staff are advised to inform the Designated member of SMT and SLT, who will inform the local police and ask advice on the action to be taken regarding destruction.

Dealing with the Media

Substance misuse incidents may receive a high level of media attention. If the school receives a telephone call or visit from any media source, the Headteacher or Designated Lead Person will refer any journalist or reporter to the following individuals in line with the Media Protocol that exists within the Local Authority.

Corporate Communications Team, Room 415, Civic Centre, Merthyr Tydfil.

PR & Marketing Officer, Tel: 01685 725166

E-mail: corporate.communications@merthyr.gov.uk

Enquires from parents and other pupils

Enquires from parents and pupils will be met with straightforward factual information and clear action taken. Names will not be disclosed to parents except to the parents of the pupil(s) concerned.

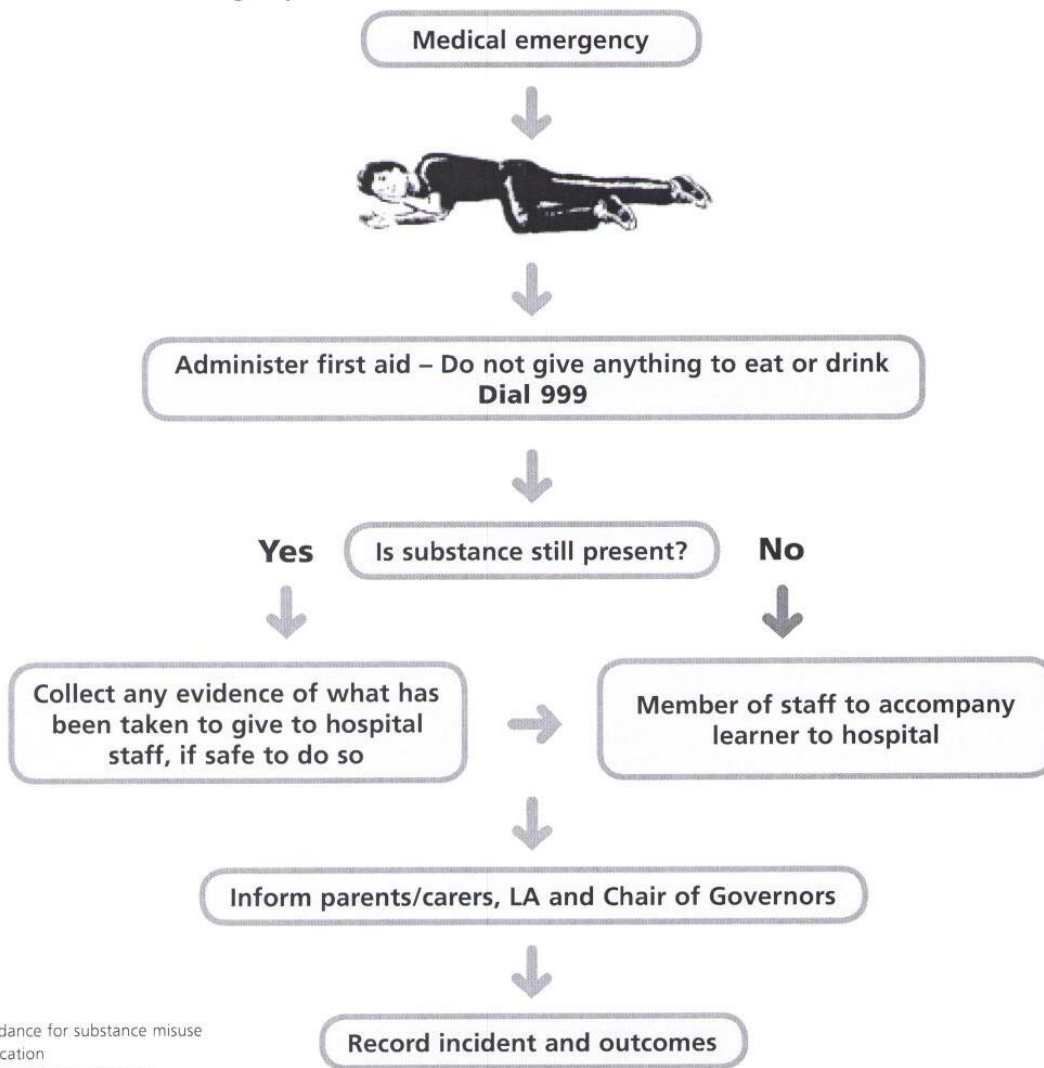
Confidentiality can be hard to uphold amongst the group as young people will often share information between themselves. Greenfield School will give a clear, brief and simple account of what has happened to all members of the group as soon as possible, omitting names to avoid rumours and misunderstandings, e.g., 'Two pupils were found last night drinking alcohol. As this is strictly against the rules, they have been sent home.'

Medical emergencies- Response Procedures:

Inform Headteacher (Rhiannon Stephens-Davies) or Deputy Head teachers (Gwyn Daniels, Carol Conway) School Nurse (Gaynor Gough) or designated First Aiders.

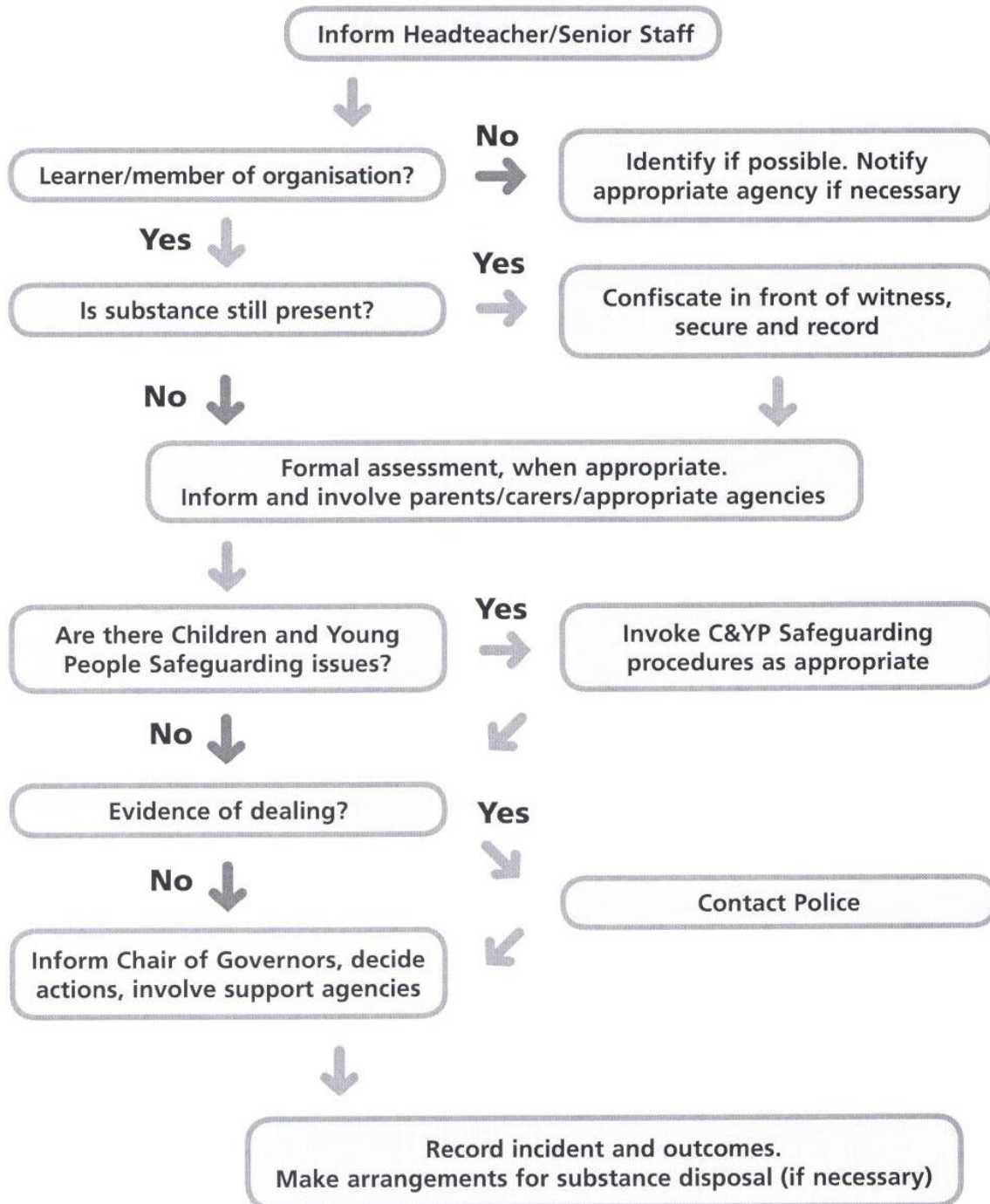
This procedure covers both legal substances and illegal substances.

If someone has lost consciousness or gone into a coma after using substances, first aid must take precedence over any other actions. Acute intoxication, unconsciousness and semi-unconsciousness should all be regarded as medical emergencies. If in doubt, always treat as a medical emergency.



Incident response

This procedure covers both legal and illegal substances.



Sanctions/ Exclusions

The Welsh Government for Wales Circular 107/2013 'Guidance for Substance Misuse Education' identifies the need for schools to have a clear procedure for the management of substance misuse related incidents within their policy documents.

In Greenfield School the Headteacher retains the responsibility for deciding how to respond to particular incidents, taking into account factors such as the age of the pupil concerned, whether the incident involves one pupil or a group of pupils and whether there is evidence of particular peer pressure. A decision will be made on seeking guidance from the Local Authority's Procedural Handbook on Exclusion of Pupils.

The Local Authority's Schools Department strongly advises that pupils involved in such incidents should not be automatically excluded from school, but where such exclusions do occur, they should be for a fixed term, and that permanent exclusion should only be warranted as a final sanction when all reasonable steps have been taken.

Child Protection/ Safeguarding concerns

The school's Safeguarding Procedures will be followed should any child protection/ safeguarding concern arise. The Designated Lead person within the school should be notified and Child Protection/ Safeguarding procedures followed.

Conclusion

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society and to enable this school to manage incidents of substance misuse efficiently and sensitively. Effective substance misuse guidance will enable our children and young people to make responsible, well-informed decisions about their lives. This policy ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales and is the agreed policy.

Public Health Wales; Position Statement E-Cigarettes

Public Health Wales E-cigarette briefing for all schools in Wales

E Cigarettes also known as electronic nicotine delivery systems (ENDS).

What are e-cigarettes?

Electronic cigarettes, (e-cigs) or ENDS (electronic nicotine delivery systems) are devices whose function is to vaporize and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals, although some products claim to contain no nicotine. Unlike cigarettes, there is no combustion (burning) involved in ENDS so there is no smoke and no other harmful products of combustion, such as tar and carbon monoxide. This doesn't mean they are entirely safe but they are less harmful than smoking as they don't contain the tar, carbon monoxide, and other products that cause many smoking related illnesses. Most ENDS are shaped to look like their conventional (tobacco) counterparts (e.g. cigarettes, cigars, cigarillos, pipes, hookahs or shishas). They are also sometimes made to look like everyday items such as pens and USB memory sticks, for people who wish to use the product without other people noticing. Some products are currently being marketed as **e-shisha**. E-shisha products, like e-cigarettes, consist of devices that vaporise liquid containing different types of chemical flavourings and a solvent. E-shisha are normally described as nicotine free. However, the e-liquid or 'e-juice', which is normally sold separately from the device, may or may not contain nicotine. Like e-cigarettes they are available in a range of nicotine concentrations, either rechargeable or disposable, and with a range of flavours. There is therefore no meaningful distinction between e-shisha products and e-cigarettes, other than marketing. There has been a rapid increase in the use, availability and promotion of ENDS. There is potential for ENDS to reduce the harm of smoking if smokers of combustible tobacco switch to these devices and research into this is ongoing.

Advice for parents

If a young person wishes to quit smoking, free support and treatment is available from the NHS. This support is available from Stop Smoking Wales, GP Practices and some Pharmacies.

Children under the age of 18 should not use e-cigarettes to quit smoking. Young people should be encouraged to access behavioural support to quit smoking from an NHS service. Those over the age of 12 may use licensed Nicotine Replacement Therapy (patches etc) alongside behavioural support where there is evidence of addiction to nicotine. It should only be used as part of a supervised regime with behavioural support from a trained health professional. (NICE Guidance 2011)

E-cigarettes and e-liquids/juice should be kept away from children, as should all products containing nicotine. Nicotine is highly poisonous to children and even a small amount can have immediate adverse health effects, especially if consumed incorrectly or in a large volume.

Symptoms of nicotine poisoning may include one or more of the following:

- Burning in the mouth and throat
- Stomach pains, sickness and / or diarrhoea
- Headaches, dizziness and / or confusion
- Sweating and excessive saliva in the mouth
- In severe cases – seizures (fits) and coma

Seek medical advice immediately if you suspect a child has indigested any type of nicotine product.

Useful Contacts

JustB Smoke-Free: The National Just B smoke-free programme, run by Public Health Wales, is a targeted programme that delivers a peer influenced school based smoking prevention programme. A team of trainers support Year 8 learners to become Smoke-Free ambassadors to discuss the risks of smoking and the benefits of being Smoke-Free with their peers. *Contact your local Healthy schools practitioner to check school's eligibility.*

Healthy School Website: Downloadable health education resource for teaching & learning professionals in Wales. <http://www.healthyschools.wales/login.php>

The Wales Police School Programme: This is run by the Police, the programme provides information and resources for learners, teachers, parents/carers and partners to reinforce the key messages delivered by our School Community Police Officers in primary and secondary schools, as well as alternative educational settings. [SchoolBeat: About](#)

ASH Wales: provides comprehensive support to organisations running smoking-related projects and campaigns; such as smoke-free school gates and beaches. Their website includes support and tools for quitting, as well as information on a range of smoking related topics. They also provide information on smoking laws and policies as well as devising policy and developing research to champion Wales in becoming a smoke-free nation. [ASH Wales - Action on Smoking and Health Wales](#)

Keys to Smoking for Children aged 7-11 years: this is accessible on [Hwb - Keys to Smoking](#). This resource offers some useful information and lesson overviews on smoking that concentrates on the positives of being Smoke-Free rather than the negatives of smoking. Broad themes are covered rather than the details of smoking-related diseases. *Contact your healthy schools practitioner for up to date smoking costs and figures*

Up in Smoke: A Secondary School resource: accessible on [Hwb - Up In Smoke](#). This resource has some useful information and lessons designed to focus on smoking rather than smokers with an emphasis on the benefits of being Smoke-Free rather than the negative effects. *Contact your healthy schools practitioner for up to date information, smoking costs and figures*

Smoke-free Law: Guidance of the changes from March 2021, for all hospital grounds, schools grounds, public playgrounds, as well as outdoor day care and child-minding settings: <https://gov.wales/smoke-free-law-guidance-changes-march-2021-html>

The School Health Research Network (SHRN) is a network of secondary schools in Wales who have joined with researchers, the Welsh Government and other organisations to support young people's health. The network helps schools in Wales work with researchers to generate and use good quality evidence about health improvement www.shrn.org.uk

PHW Toolkit: with an array of health and wellbeing activities to help those working with young people to deliver a variety of health related activities. Aimed towards learners 11+ years of age. The smoking section starts on page 155: <https://phw.nhs.wales/topics/health-and-wellbeing-a-guide-to-working-with-young-people/health-and-wellbeing-a-guide-to-working-with-young-people/>

Substance Misuse links to the 'What Matters' Statements: Health & Well-being AOLE

What matters statement	Developing physical health and well-being has lifelong benefits	
Progression Step	1:	<u>I am beginning to recognise some of the behaviours, conditions and situations that affect my physical health and well-being and I am beginning to know how to respond and get help.</u>
	2:	<u>I can recognise some of the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond and get help in a safe way.</u>
	3:	<u>I can describe the behaviours, conditions and situations that affect my physical health and well-being, and I know how to respond to and/or manage these in order to actively reduce the risk of harm to myself.</u>
	4:	<u>I can explain the behaviours, conditions and situations that affect my physical health and well-being and, through my actions, I can respond to and/or manage these in order to actively reduce the risk of harm to myself and to others.</u>
	5:	<u>I can apply my knowledge of the behaviours, conditions and situations that affect my physical health and well-being, to keep myself and others safe.</u> <u>I can safely intervene, using learnt techniques, when others' physical health is at risk.</u>
What are the range of experiences and activities that can support learners to enjoy lifelong physical activity and care for themselves and others?		
<i>Learners should be supported to develop positive behaviours in their wider physical health and well-being. This could relate to a range of factors, including diet, substances, hygiene, infection, the physical environment, sleep and rest. Settings, schools and practitioners should consider what experiences will support learners to understand how these factors can influence their health and well-being, develop the skills to support healthy behaviours relating to these factors, and the confidence and motivation to support those behaviours for life.</i>		

Links with other Areas of Learning and Experience	Science and Technology: <i>How lifestyle choices can impact the human body (including diet, drug use and exercise)</i>
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What matters statement	Our decision-making impacts on the quality of our lives and the lives of others	
Progression Step	1:	<u>I have an understanding that things can be safe or unsafe.</u>
	2:	<u>I can identify and assess risks.</u>
	3:	<u>I can make considered decisions, taking into account available information, including past experiences.</u> <u>I can recognise that some decisions I make will have a long-term impact on my life and the lives of others.</u> <u>I can understand that decisions can be made individually and collectively, and that they can be influenced by a range of factors.</u>
	4:	<u>I can research, examine and evaluate a range of evidence to make considered and informed decisions.</u> <u>I can consider relevant factors and implications when making decisions individually</u>

		and collectively.
	5:	I can critically evaluate factors and implications, including risks, when making decisions individually and collectively.

What opportunities should your learners have to participate in authentic decision-making? How can you support learners to develop their decision-making skills?

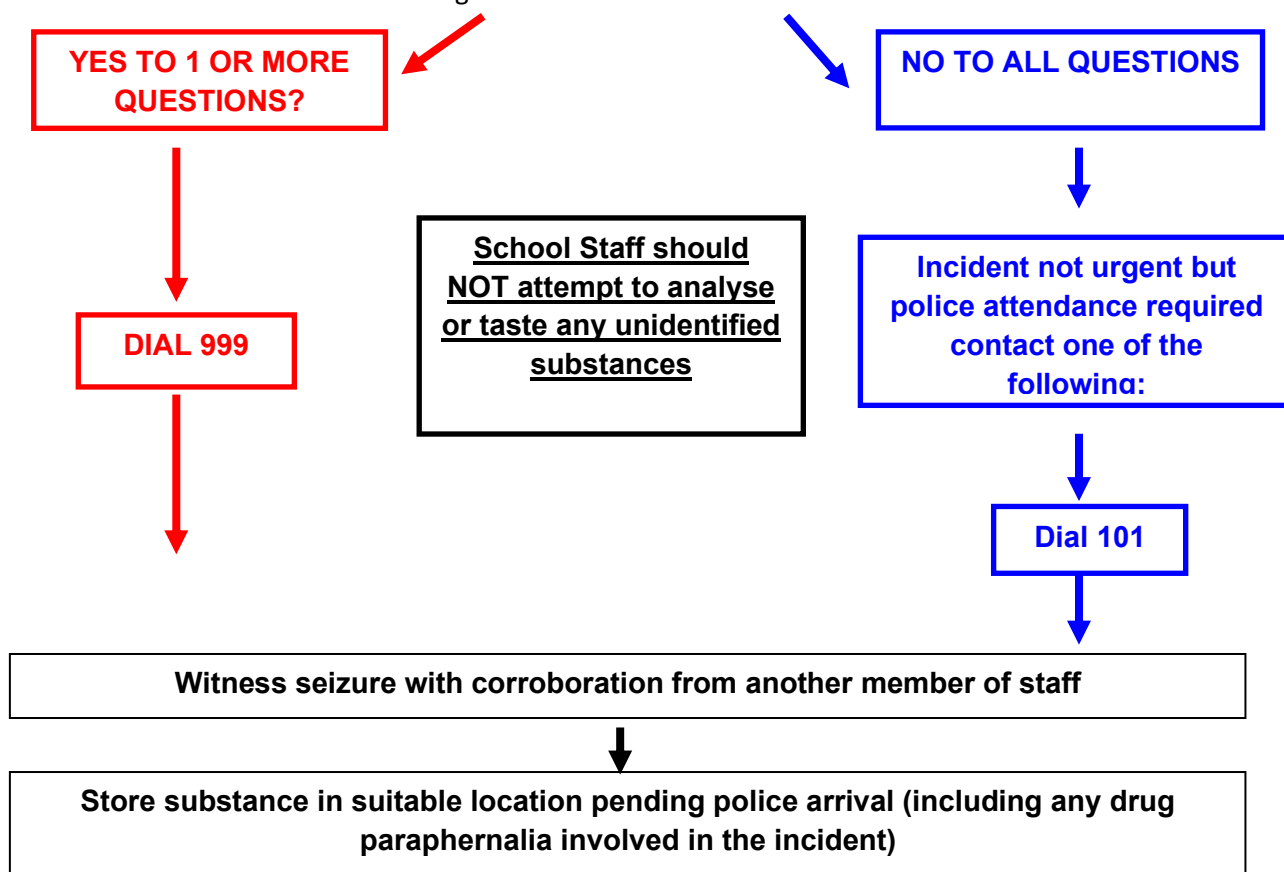
Settings and schools are encouraged to provide learners with opportunities to reflect on the short-term, medium-term and long-term implications of the decisions they make. It should recognise that learners do not necessarily have responsibility for many of the decisions affecting them and this responsibility grows over time. Reflecting on the impact of decisions not only on oneself, but on other people and wider society is important, particularly with regard to decisions that have been made by others or other groups.

Involvement of the Police (This information is taken from South Wales Police Protocol and may be subject to change)

In all cases criminal activity should be reported to the police. The following flowchart provides guidance for when to involve the police in an incident.

ASK THE FOLLOWING QUESTIONS:

- Is there immediate danger present?
- Has serious injury occurred or is there clear potential for injury?
- Is a crime in progress or imminent?
- Is a suspect present?
- Will a witness be lost if police do not arrive quickly?
- Is there clear potential for further crime to be committed?
- Is a victim of crime suffering from extreme distress?





Fully record all details of incident, misuse or seizure on incident report form

YOU NEED TO COMPLY WITH THIS PROCESS TO ENSURE YOU CANNOT BE ACCUSED OF COMMITTING AN OFFENCE OF POSSESSION OR SUPPLY YOURSELF

For advice, the contact numbers for the School Police Liaison Officers:

- For Bishop Hedley, Afon Taf or Greenfield please contact PC Angela Rogers on 01685 724257.
- For Cyfarthfa, Pen Y Dre or EOTAS please contact PC Wayne Matthews on 01685 724805.

Please leave a message if you reach answer phone.

[Appendix 5: Local Authority Incident Reporting Form](#)

SCHOOL:	DATE OF INCIDENT:	DATE AND TIME REPORTED:	
		REPORTED BY:	
YOUNG PERSON(S) INVOLVED:	NAMES AND ADDRESSES:	HOME (AND MOBILE) CONTACT NUMBER:	
DESCRIPTION OF INCIDENT:			
CATEGORY OF INCIDENT (Please circle one)	ACTION TAKEN	BY WHOM	CONTACTED
Drug Related Litter Possession			

Supply Under Influence Other			
Drug Related Litter Possession Supply Under Influence Other			
Drug Related Litter Possession Supply Under Influence Other			
CATEGORIES: Drug Related Litter / Possession / Supply / Under Influence / Non learner			
NAME / DESCRIPTION OF SUBSTANCE:	AMOUNT / SIZE:	REMOVED BY:	WHERE RETAINED:
<p>SIGNED: _____ WITNESSED BY: _____</p> <p>TITLE: _____ TITLE: _____</p> <p>DATE: _____ DATE: _____</p>			

CONTACTS MADE (where appropriate)

CONTACTS	CONTACT NAME & NUMBER	CONTACT MADE BY	TIME & DATE CONTACT MADE	ENQUIRY / REFERRAL (APPOINTMENT TIME)
PARENTS/CARERS				
POLICE				
AMBULANCE				
OTHER HEALTH PROFESSIONAL				
SOCIAL SERVICES DUTY TEAM				
ENVIRONMENTAL HEALTH				

EDUCATION DEPARTMENT				
DRUG SUPPORT AGENCY				
OTHER:				

OUTCOME:

ATTACH ANY DETAILS OF ACTION / PLANS AS APPROPRIATE

SIGNED: _____

WITNESSED BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Flowchart for the Disposal of Discarded Needles and Syringes



REMEMBER

IF BEFORE 9AM or AFTER 5PM TELEPHONE THE FOLLOWING NUMBER

Lifeline

01685 385231

ONLY A PERSON FROM ONE OF THE AGENCIES ABOVE MUST TOUCH OR PICK UP THE NEEDLE

IF YOU INJURE YOURSELF ON A SYRINGE – The first thing is DO NOT PANIC. Wash the wound with clean running water. Encourage bleeding. Do not suck the wound. Cover with a dressing and seek medical advice immediately from your GP or Accident and Emergency department.

