WIRRAL GRAMMAR SCHOOL FOR GIRLS

DRUG POLICY 2026

We the Governing Body of Wirral Grammar School for Girls, having considered and reviewed the attached Policy, agree to accept all the statements, principles and procedures as listed in this document:

Reviewed at Full Governors - June 2026

Approved at Full Governors - June 2026

This policy is due for review - September 2027

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Key Contacts

Role	Name/ Details	Contact
Designated School Safeguarding Lead	Mrs S Wheelock	0151 644 8282 swheelock@wirralgirls.co.uk
Wirral Schools Drug Adviser (SDA) Primary & Secondary Lead (all drug related matters) **Let's Talk Service** **Wirral NHS**	Lea Sloan	M: 07385685891 lea.sloan1@nhs.net
Health Services in Schools Team Leader (Universal / Targeted Services)	Patric Rogers	W: 0151 666 3779 M: 07825732206 patricrogers@wirral.gov.uk
RESPONSE **Drug & Alcohol Team** Manager (Targeted / Specialist Service)	Alistair Smith	W: 0151 666 4123 AlistairSmith@wirral.gov.uk
Let's Talk Service **Wirral NHS** Project Co-Ordinator	Rachael Fitzpatrick	M: 07350375062 rachael.fitzpatrick6@nhs.net
Integrated Front Door Wirral Children's Social Care	Service Desk	W: 0151 606 2008
Police	In an emergency For non-emergency but possible crime	999 101
Safer Schools Police Officer	Elaine Cowan Con 4114	elaine.cowan@merseyside.police.uk 0151 777 3598

1.1 Whole School Training

As part of the statutory duty on schools to promote pupils' wellbeing, schools have a clear role to play in preventing drug misuse as part of their pastoral responsibilities. To support this, the Government's Drug strategy 2017 - GOV.UK (www.gov.uk) ensures that schools have the information, advice and power to:

- Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service.
- Tackle problem confiscation.
- Work with local voluntary organisations, health partners, the police, and others to prevent drug or alcohol wider powers of search and misuse behaviour in schools.

1.2 How To Access Free Staff Training

As a whole school approach and to ensure best practice for staff it is advised that schools access their **FREE** annual staff training available to them which, includes, drug awareness, drug policy and guidance. This is available to all schools across Wirral.

In line with national guidance and best practice, all primary schools are advised to adopt and deliver the PSHE Association's Drug Education Resource as the standardised model for teaching age-appropriate drug education across Wirral. This approach is recommended to ensure consistency, accuracy, and quality in the delivery of drug education within the primary curriculum.

Schools are encouraged to ensure that all relevant staff access the training to support effective implementation.

To arrange training for your school, please contact the Let's Talk Service via wchc.lets.talk@nhs.net

All training will be delivered on site and is usually delivered within a staff inset day or team meeting.

School Record of Training	Date completed:	Next due date:
Whole School Drug Awareness 1 hour Training Primary / Secondary (Annually)	September 2025	September 2026
School Drug Policy and Guidance 1 hour Training Secondary Senior Leadership Team (Annually)	January 2026	January 2027
PSHE Association – Drugs Education briefings Primary 1 hour (Annually)	TBC - EM	

2. Drug Related Incident Pathway

Observation, suspicion, intelligence, disclosure

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

NO
Safe to stay on site. Situation manageable within school

YES
Are there any safeguarding concerns?

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

Call 999

Headteacher and Safeguarding Lead informed

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

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

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

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

Follow school safeguarding policy.

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

Schools Drug Policy

3.1 The Role of the School

As part of the school's statutory duty to promote students' wellbeing, Wirral Grammar School for Girls has a clear role to play in preventing drug misuse. This is recognised as an essential part of the school's safeguarding responsibility. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

3.2 School Description

Wirral Grammar School for Girls is a selective girls school with approximately 1220 students on roll. The school community is committed to ensuring that students feel safe and happy. We aim to enable students to become independent, self-confident, and self- motivated adults who can be successful in a changing world.

3.3 Values and Ethos

A high performing school that makes a positive difference to the lives of our students and sits at the heart of a thriving local community. Making a difference through:

- Inspiring ambition in all
- Providing a broad and balanced curriculum tailored to the needs of individuals
- Delivery of consistently high-quality teaching and standards
- Building resilience as leaders and learners
- Equipping students with the necessary skills for life.

3.4 Definition and Terminology

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels, or behaves. Under the Misuse of Drugs Act 1971 / 2010 the school drug policy includes the following substances:

Legal Drugs – Including, caffeine, energy drinks, vapes, tobacco, e-cigarettes, alcohol, khat, nitrites (poppers), VSA (volatile substances).

Illegal Drugs – Those controlled by the Misuse of Drug Act legislation, including anabolic steroids, cannabis, cocaine, ecstasy, cocaine, mephedrone and heroin.

New Psychoactive Substances – Psychoactive Substances Act came into effect in spring 2016. Previously known as 'legal highs' which contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis and ecstasy).

Medicines – Including over the-counter and prescription drugs. Some pupils may require medicines that have been prescribed for their medical condition during the school day. More detailed information can be found in Managing Medicines in Schools and Early Year Setting; Managing Medicines in Schools and Early Years Settings

Substances covered in the policy are not to be bought, sold, or otherwise exchanged or brought onto school premises during the school day, or while students are on school visits.

3.5 Policy Production and Application

This policy has been informed by the following;

- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.

- Misuse of Drugs Act 2010.
- Managing Medicines in Schools and Early Years Setting (DfE)
- 2016 Bill on New Psychoactive Substances
- 2023 North West Vaping Schools Policy Framework (OHID)

This policy links to other school policies, including Safeguarding, North West Schools Vaping Policy Framework OHID October 2023 Behaviour in Schools Guidance Behavioural Management and Health and Safety.

This policy always applies on the school premises and extends to cover journeys to and from school. It also covers students on work experience, alternative provision placements and to all school trips, including those abroad.

3.6 Who Does the Policy Apply To

The school drugs policy applies to all members of staff in our school, including all permanent, temporary and support staff, governors, volunteers, parents' contractors and external services or activity providers.

This policy applies to all learners in this school. A copy of the school's drug and vaping policy can be found on the school website here.

This policy will be updated and reviewed on an annually basis and will act as a central reference point for all school staff or following identification of new/emerging trends in children and young people's behaviour.

The document 'Use of E-cigarettes in Public Places and Workplaces' also outlines considerations when developing the rationale for your policy.

4 Drug Education

4.1 Aims

Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal, and illegal substances and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education aims to:

- Provide accurate information
- Correct misunderstandings
- Build on knowledge and understanding.
- Explore attitudes and values towards drugs, drug use and drug users
- Develop students' understanding of rules and laws
- Develop students' interpersonal skills
- Develop students' self-awareness and self-esteem
- Explore the risks and consequences of their own and others' actions; and
- Be relevant to the needs of students and the school community
- Inform students of support both within and outside of school

4.2 Drugs Education Curriculum Delivery

Drug education is mandatory in accordance with the National Curriculum for Science. Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers / school personnel need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts, and feelings openly.

5 Vapes, E Cigarettes & Smoking in School

The school is a SMOKE FREE environment, and as such smoking of Vapes / E – cigarettes, Cigars, Tobacco is not permitted on the entire premises.

- Students, who vape or smoke on the school premises, or in school uniform, will receive consequences in accordance with the school's Behaviour for Learning Policy. Parents will be contacted unless this puts the child at risk.

- The school promotes the health and welfare of all who work in or visit the school.

SCHOOLS RESPONSE

Schools' response to vaping falls broadly into two areas: incorporating vaping prevention to protect the health of young people, and managing behaviour related to vapes.

Further information and guidance can be found in: North West Schools Vaping Policy Framework OHID October 2023 Some key points are below

- Excessive use of vapes will present as nausea, sore throat, dizziness and headaches. In the event of an extreme adverse reaction, this should be reported to the Medicines and Healthcare products Regulatory Authority (MRHA) via the Yellow Card Scheme. Vapes can contain illegal Tetrahydrocannabinol (THC) or be used to smoke cannabis. (See Appendix 5)
- When a young person collapses or experiences an adverse effect seek help from the school nurse / accident and emergency and refer to your local young person's substance use service.
- Whilst vapes are not explicitly listed as prohibited items on Pg.7 of the Searching, Screening and Confiscation document, schools can choose to add them to the list of banned products for which searches and confiscation can apply.
- Work with Schools Drugs Adviser, local agencies such as Young People's Services, Health Service in Schools HSIS, ABL A Better Life, Trading Standards, Police and Safeguarding Teams will aid overall management of school vaping and any adverse vaping events. See Appendix 1 for External agencies.
- Resources to incorporate vaping into lessons or PHSE material include:
    - Talk to Frank on vapes. Talk to Frank provides clear, non-judgemental information on alcohol and drugs for young people. It has a 24 helpline on 0300 123 600.
    - Action on Smoking and Health - ASH- Vaping: The Facts | Smokefree Sheffield This includes posters, leaflets, a short, animated film with associated notes and a classroom presentation.
    - School Zone | Campaigns | Campaign Resource Centre These are three flexible bitesize sessions with film content aimed at Y7 & 8. The sessions cover the impact of vaping and the effects of nicotine on young people.

Contact your local public health team or PSHE/Healthy Schools lead for more information on what's available in your area.

Searching, Screening & Confiscation

It is recommended that schools prioritise the risk of youth uptake and treat vapes in the same way as other age restricted products, such as alcohol and tobacco, by prohibiting them onsite as a first step, and then confiscating and disposing of them.

Vaping should be addressed as early as possible by making vapes a prohibited item using the wider powers of Searching, Screening and Confiscation, and setting out clear expectations for pupils, parents/carers, and staff in a school policy.

National Guidance - Disposal & Safe Storage

Disposing of confiscated vapes and vaping liquids
Single use disposable e-cigarettes contain electrical components, including lithium-ion batteries, and are therefore considered Waste Electrical and Electronic Equipment (WEEE), in UK law. WEEE includes most products that have a plug or need a battery.

Such equipment should never be disposed of in household waste and should instead be handed in to an approved collector of WEEE waste. Details of your nearest recycling point can be found here.

Larger vape stores may operate collection points, or you can contact your local authority waste service for further information. Some local authorities organise regular collections of vapes from schools; contact your public health or environmental services teams for details.

Safe Storage

The vast majority of vaping devices have circuitry to regulate battery power and protect vapers from battery malfunctions. On very rare occasions, a battery in a vaping device may fail by discharging all its stored energy at once. The risk is low; a 2022 OHID review reported 15 fires related to vaping products across London from 2017-21 compared to 6428 from smoking, i.e. 0.2% of fire service responses in this category. However, as you will not know the prior handling of a confiscated device, the advice is to store them in a clearly marked container, away from flammable material (and for no longer than necessary) until you can dispose or recycle.

Informing Trading Standards

It is illegal to sell cigarettes, vapes, tobacco products, and alcohol, to persons under the age of 18 years old. If you suspect a retailer of selling age restricted products to people who are under the minimum age, you can report it by calling the Citizens Advice Consumer Helpline on 0808 223 113 or visiting www.citizensadvice.org.uk or alternatively you may wish to e mail Wirral Trading Standards on tradingstandards@wirral.gov.uk

5.1 WIRRAL Guidance for Schools on the Safe Storage and Disposal of Vapes

In line with the Department for Education's "Searching, Screening and Confiscation Advice for Schools", July 2022

1. General Advice on Storing and Disposing of Vapes

At present, there is no dedicated Council collection service for vapes—either for commercial or general waste—and this is not expected to change in the foreseeable future.

Single-use disposable vapes should never be placed in standard domestic or school waste bins as the lithium batteries they contain pose a significant fire risk. At Wirral Grammar School for Girls, any confiscated vapes will be stored in a dedicated vape disposal bin.

2. School-Specific Guidance

The DfE's ***"Searching, Screening and Confiscation Advice for Schools" (July 2022)*** outlines that confiscated or found items—such as vapes—must be stored and disposed of safely.

Schools should have clear procedures in place to manage this process, including appropriate storage, risk assessment, and disposal arrangements.

Storage of Confiscated or Found Vapes

- Store disposable vapes in small quantities only
- Use a fire-resistant cabinet or metal storage box with a secure lid
- Keep away from combustible materials and sources of ignition
- Ensure storage areas are cool, dry, and inaccessible to pupils or vulnerable persons
- Volumes should be kept to a minimum and disposed of regularly

Disposal

- Schools should not place vapes in standard waste bins or recycling containers
- Alternatively, schools to liaise with their waste management contractor or a local vape retailer offering a take-back service.

3. Recommended WIRRAL Schools

(1) Purchase of a Dedicated Vape Bin

Schools are encouraged to purchase a fire-resistant vape recycling bin for safe internal collection prior to disposal.

Recommended supplier example:

C-Thru™ 180 Recycling Bins - Glasdon UK

This product meets fire safety standards and is suitable for containing small electronic items such as disposable vapes.

(2) Disposal Arrangements

Schools should contact their existing waste management service to coordinate the safe collection or drop-off of confiscated vapes.

It is advisable to confirm whether the contractor:

- Can accept small electricals or vapes; or
- Can recommend a designated HWRC or third-party provider for disposal

(3) Risk Assessment and Staff Communication:

- A risk assessment should be carried out to identify potential hazards relating to vape storage and disposal.
- This assessment should outline storage locations, fire prevention measures, and disposal procedures.
- All relevant staff (e.g., site managers, pastoral leads, safeguarding officers) should be briefed on the procedure.

4. Further Information:

- DfE Guidance: Searching, Screening and Confiscation Advice for Schools (July 2022)
- ASH (Action on Smoking and Health): Managing Vaping in Schools – National Guidance (2024)
- Local Authority Waste Management Teams: For advice on approved disposal routes and HWRC locations.

6 Alcohol in School

- Students must not drink alcohol at any time during the school day, or whilst on school activities or trips.

- Students must not bring alcohol onto the school premises for consumption.

- The school aims to provide staff or students access to support where drinking is a problem.

- Students who drink alcohol or bring alcohol onto the school premises will receive sanction from the school's Behaviour for Learning Policy. Parents/carers will be contacted unless this puts the child at risk.

7 Responding to and the Management of Drug Related Incident in School

7.1 School Stance On Drugs

7.2 Establishing the Type of Nature of a Drug Incident

School will conduct a careful investigation to judge the nature and seriousness of each individual incident.

School will not automatically assume drug related incidents are more serious than any other. The risk to pupils and to others should be assessed in terms of **health and safety rather than criminality.**

Example of a drug related incidents could involve the following situations:

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

7.3 Role of the Wirral Schools Drug Adviser

In the event of drug related incident where the school requires additional support, advice and guidance within policy into practice - The school is advised to contact the Wirral School Drugs Adviser Lea Sloan via: lea.sloan1@nhs.net

All Wirral primary and secondary schools have a designated 'Wirral Schools Drugs Adviser', Lea Sloan. The SDA works in partnership with other agencies these include, Health Services in Schools, Additional Youth Support, School Nursing Service, The Police, and other targeted services.

The role provides the following;

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

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

7.4 Management of Drugs in Schools

All incidents should be reported immediately to the designated lead person in school who is responsible for managing drug related incidents/issues. This is Mrs Wheelock (Deputy Headteacher) or Mrs Ogunmiywa (Headteacher).

For further guidance refer *to;*

DfE and ACPO Drug Advice for Schools (2012) Department of Education and Association of Chief Police Officers

7.5 Medical Emergency

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

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

7.6 Searches and Confiscation

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

Advice for Headteachers on searching and confiscations can be found in Searching, Screening and Confiscation

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

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

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

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

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

- Make a record of the person searched.
- Establish the reason for the search.
- The time and the place.
- Who was present and note the outcomes and any follow-up action.

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

7.7 Taking Temporary Possession

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.**

Vapes, Tobacco & Alcohol - When confiscated, parents/carers should normally be informed and given the opportunity to collect items, unless this would jeopardise the safety of the child or others. It is recommended that schools prioritise the risk of youth uptake and treat vapes in the same way as other

age restricted products, such as alcohol and tobacco, by prohibiting them onsite as a first step, and then confiscating and disposing of them.

Volatile substances may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child or others.

Medicines should be held in the Main Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them in the appropriate manner. Medication taken in any way to replicated drug taking behaviour will be dealt with in accordance with school policy on drug related incidents.

New Psychoactive Substances *Often incorrectly called legal highs – contain one or more chemical substances which produce similar effects to illegal drugs like cocaine, cannabis and ecstasy)*. If found on the school premises should be sealed in a plastic bag and labelled.

They should be stored in a secure location that can be accessed be members of the Senior leadership Team (SLT) only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. The police may then identify whether it is an illegal drug.

7.8 Procedures to Follow When Taking Temporary Possession

Schools should outline and adhere to an agreed protocol for working with local police on the collection, storage, taking temporary possession and disposal of suspected controlled drug in school. See below:

- 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, such as a safe or other lockable container with access limited to senior members of staff.
- Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so.
- Inform parents/carers, unless this is not in the best interests of the pupil.
- Identify any safeguarding concerns and develop a support and disciplinary response (see below).

7.9 Confidentiality – Responding to Students Involved in a Drug Related Incident

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

Confidentiality

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

.

7.10 Informing Parents and Carers

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

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

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

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

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

7.11 School Response & Referral Process

The identified school lead, Mrs Wheelock, Deputy Headteacher, will play a key role in identifying pupil needs and making a direct referral to the appropriate services, such as Health Services in Schools, School Nurse Service, Additional Youth Support, 0 – 19 Team, CAMHS and Children's Social Care.

This process of identifying needs should aim to distinguish between pupils who require general information and education, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

Where possible, and where this will not compromise the pupil's safety, the school will seek the involvement of the pupil and their parents and carers in such a decision.

8 Recording Process

School will make a full record of every incident within their own systems. School should be aware that notes of any discussions with pupils may be used a subsequent court proceeding. Recording must be:

- Specific (what was said, who was involved, what substance is allegedly involved, individuals present)
- Evidence based.
- Factual
- Time

9 Exclusion & Discipline

School's response to a drug-related incident will remain balanced to the needs of the individual pupils concerned within the wider school community. In deciding what action to take school will follow their own disciplinary procedures, ie:

1) School has a duty of care to respond competently and fairly to any incidents involving drugs and offer a range of options for their response to the identified needs of those involved.

2) Exclusion should not be an automatic response to a drug incident and a permanent exclusion should only be used in serious cases.
3) More details on excluding pupils can be found in the Suspension and permanent exclusion guidance

10 Vulnerable Pupils – Child Exploitation / Country-Lines

School understands that some pupils may be vulnerable to becoming victims of Child Exploitation, including involvement in County Lines and other ways children and young people are drawn into drugs related criminal activity.

"County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

County lines activity and the associated violence, drug dealing, and exploitation has a devastating impact on young people, vulnerable adults and local communities."

From; Criminal exploitation of children and vulnerable adults: county lines. Home Office Guidance

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

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

A County Lines spotting the signs poster can be downloaded WSCB County Lines Poster

11 Involving Police

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

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

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

12 Handling The Press and Media

All press enquiries should be handled through the Headteacher in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall 0151 666 8088.

13 Medicines in School

Procedures for Administration of Medicines

1. Parents / carers should provide full written information about their child's medical needs.
2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the 'Request to Administer Medication Form'.
3. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
4. Controlled medications e.g., Medikinet, Equasym and Tranquilyn must only be accepted from the parent/carer. Students must not carry controlled medication on their person at any time.

5. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include, Name of child, name of medicine, dose, method of administration, time / frequency of administration, any side effects and expiry dates.
6. The information contained within the 'Request to Administer Medication Form' should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.
7. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised 'Request to Administer Medication Form'.
8. Staff must never give a non-prescribed medicine to a child unless this is part of an individual Health Care Plan, involving specific prior written permission from the parents/carers.
9. A child under 16 must never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (as per National Guidance).
10. All medication should be kept in a locked cabinet in the Main Office.
11. Several key staff should have received training in administrating medication.
12. In the unlikely event that none of the above are available and where timing of medication is essential, parents should be contacted to advise.
13. Administration of medication should be recorded in the 'Record of medicines administered to children' form which is kept next to the medicine safe in the main office.
14. All documents relating to the above should be kept securely.

14 Parents/ Carers Under the Influence of Drugs on School Premises

When dealing with a parent / carer under the influence of drugs on a school premises the focus for staff should always maintain the immediate welfare of the child and staff member. The advice given is as follows:

1) Inform lead professional of any concerns to Mrs Wheelock, Deputy Headteacher

2) Staff should maintain a calm approach to the parent/carer/

3) If a staff member has concerns on discharging a pupil into the care of the parent / carer school may wish to ask parent / carer if alternative arrangements can be made, for example another parent or carer to accompany the child home.

4) Where a parent/ carers behaviour under the influence places the child at risk i.e., becoming abusive, violent or have repeatedly presented under the influence of a drug refer to the school's safeguarding procedures and / or the involvement of the police.

5) School should make a full record of every incident.

15 Staff Conduct and Illegal or Authorised Substances

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

16 Staff Training

Drug related training is available to all members of staff. Initial teacher training requires Newly Qualified Teachers to be familiar with the PSHE curriculum, and to be prepared for their Form Tutor responsibilities.

The school's programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.

See training offered for FREE through Wirral's Let's Talk Service in point 1.2

17 Role of the Governor

Governors contribute to the development of this policy and have ratified it. The Governors of Wirral Grammar School for Girls have taken the issue of substance misuse very seriously and support the Headteacher and staff in maintaining Wirral Grammar School for Girls as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Governing Body.

18 Drug Dogs and Drug Testing

The Association of Chief Police Officers (ACPO) recommends that drug dogs and drug testing should not be used for searches where there is no evidence for the presence of drugs on school premises. However, schools may choose to make use of drug dogs or drug testing strategies if they wish. It is advisable that the school consults with their local Schools Drugs Adviser and local police. If school chooses to respond with the use of drug dogs, that's this should do so as part of a warrant-led operation.

Refer to: Drugs: advice for schools - GOV.UK

19 Policy Review

This policy and the procedures will be review every 2 years.

The Designated Safeguarding Lead, Mrs Wheelock will ensure that all staff members, including volunteers and sessional staff are made aware of any amendments to policies and procedures.

20 Useful National Organisations

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

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

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

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

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

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

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

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline,,Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

NHS stop smoking services help you quit - NHS

Appendix 1: Working With Wirral External Agencies – Universal & Targeted Services

Wirral Early Help Information - Early Help and Support for Families - Wirral Safeguarding Children Partnership

Lets Talk Service

Let's Talk is Wirral's NHS risk and resilience service.

Delivered by a team of health and care professionals, the service works closely with young people to develop their knowledge, skills, and confidence to make informed decisions about their health and wellbeing.

Topic areas delivered by the team include:

- Relationships and sex education
- Drugs and alcohol
- Understanding anger
- Healthy weight
- Empowering informed choices
- Awareness of risk-taking behaviours

The team delivers the service in schools, educational settings and youth organisations and works closely with partners (Zillo, SENDO, Family Toolbox and Branch) to ensure young people access the right support at the right time.

Contacting the team - email: wchc.lets.talk@nhs.net
Support from the service can be accessed direct by young people, parents / carers, and professionals

Health Services in Schools (HSIS)

- Wirral Grammar School for Girls's designated Health Service in Schools Youth Worker is Jackie Leasor (jackieleasor@wirral.gov.uk)

- HSIS Youth Workers support young people in Wirral Secondary Schools, Wirral Sixth Form College and Wirral Met Colleges.

- Each school/ college has a designated HSIS Youth Worker that provides young people with opportunity to access confidential support on any issues which may be affect them.

- HSIS Youth Workers provide support to young people on a wide range of issues and topics such as: building resilience, reducing risks, healthy relationships, sexual health, drugs, alcohol and all aspects of emotional health and well-being.

- School Referrals - Support from HSIS can be submitted by schools designated lead professional directly to the youth worker linked to their school, as seen above. Or

- Young People - Can self-refer for support from their HSIS Youth Worker via the same link: www.zillowirral.co.uk/hsis

ZILLO - www.zillowirral.co.uk

ZILLO represents far more than just a website. It is a dynamic hub where young people can not only stay updated on the latest events, arts, culture, and news but also gain access to expert health and wellbeing advice. However, at its heart, ZILLO embodies a profound commitment to empowering young people, enabling them to take active, positive steps in their lives.

ZILLO stands as a beacon of inspiration and opportunity for young individuals. The platform is not merely a source of information but a catalyst for change, fostering a sense of pride and identity in Wirral's youth and culture. Through the innovative Young Reporters media and journalism project,

ZILLO goes beyond conventional boundaries, offering young people invaluable real-life experiences in content creation and journalism for the web.

Empowerment is the cornerstone of ZILLO's mission. The Young Reporters initiative opens doors to personal growth and self-expression, providing young people with a platform to amplify their voices, tell their stories, and advocate for the issues that matter most to them. It embraces inclusivity by welcoming all Wirral young people aged 11-18, with an extended reach up to age 25 for those with Special Educational Needs and Disabilities (SEND). ZILLO recognises that every young person has a unique perspective and potential waiting to be unleashed.

Wirral Sandbox - Wirral Sandbox

Wirral Sandbox is an expanding risk assessment and service directory tool for anyone working with young people. It can be used to help inform risk assessment, help you to find the correct service to help you to support a young person, provide you with helpful guidance, advice, tips, resources to help you to support young people at the earliest possible stage as well as keeping you up to date on the latest from the wide network of services for young people in Wirral.

Resources, content, and service information is shareable at the click of a button helping you to easily and share them on to service users, colleagues, and other professionals. Look for the share icon in each category.

RESPONSE – Drug & Alcohol Team

Alistair Smith - Team Leader / Specialist Worker

Based at Pilgrim Street Art Centre, 1 Pilgrim Street, Birkenhead, CH41 5EH (0151 666 4123 telephone support 10am-4pm Monday to Friday, out of hours crisis support 4pm-8pm Monday to Friday)

Response is a confidential Drug, Alcohol and Counselling Service for Young People age 13-18. Offering a range of support services including, one to one intervention, Drug and Alcohol targeted workshops, professionals training, parent support and individual counselling support.

Response is a referral led service and consent from the Young Person must be gained prior to making the referral. Referral forms for this service are available by calling 0151 666 4123 or by emailing Response@wirral.gov.uk

Response- Young Peoples Drug and Alcohol Service

Based at Pilgrim Street Art Centre, 1 Pilgrim Street, Birkenhead, CH41 5EH. Advice, guidance, and support available Monday to Friday 9am-6pm by calling 0151 666 4123.

Response is a confidential Drug and Alcohol Support Service for Wirral Young People age 13-19 (up to 24 with SEND if appropriate). Offering one to one intervention, diversionary activities, targeted Drug and Alcohol workshops, Harm Reduction Messages, Professionals Training, and Parental Advice in relation to their Childs Substance Use. Response also has a separate Counselling Service.
All referrals into Response must have the consent of the Young Person and can be made by calling 0151 666 4123 or by emailing Response@wirral.gov.uk and requesting for someone to call you back. More information can be found here: Response — zillowirral

ABL – A Better Life – Wirral Smoking Cessation Service.

A Better Life Wirral is a smoking cessation service run by ABL Health in cooperation with Wirral Council.

Our Stop Smoking Service helps individuals quit smoking for good. Our aim is to support you in understanding why you smoke, to identify and manage your cravings and offer advice around relapse prevention.

Our evidence-based 12-week programme offers flexible support, tailored to each person's needs. Every year we help over 1500 to stop smoking.

We have lots of experience working with pregnant women, young people, and people with long-term medical and/or mental health conditions.

0151 541 5656 (Monday to Friday, 9am to 5pm) Text: ABL to **60777** (texts are free)

Email: wiccg.ablwirral@nhs.net

Wirral School Nurses / Health and Wellbeing Service *(Wirral Community NHS foundation Trust)*

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

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

- Service offers individual, holistic care, if we are unable to meet the needs of our children, young people and we will try and find someone who can.

Safer Schools Police Officers (Merseyside Police)

There are four Safer School Police Officers working within a variety of secondary schools across Wirral. For further information on the allocated schools and contact details of the officers, please refer to Appendix 5, The Matrix of allocated schools and officers

Aims of Safer Schools Police Officers.:

- To support the creation of a safe environment that enhances children's learning.

- To promote positive relations between Merseyside Police, the education sector and the community.

- To promote community cohesion by building and maintaining positive relationships across the whole school community and with Police.

- To seek the views of young people to develop an agreed approach with school leaders that is bespoke to the school, taking account of local data, the school and community's context.

- To ensure that when risks are identified, a partnership approach is taken to securing the appropriate safeguarding response, working alongside safeguarding leads and other professionals.

- To prevent crime and anti – social behaviour on school premises and in the immediate area around the schools.

- To support school staff in dealing with children and parents who behave or may behave in a manner which is threatening or abusive.

- To respond to reports of crime where children are identified as victims or perpetrators in accordance with school and police policies with particular emphasis on restorative practice.

- To identify underlying causes when students begin to engage in crime or anti-social behaviour and provide suitable and timely interventions to support and avoid unnecessary criminalisation.

- To support school staff in ensuring the optimum attendance of children at school.
- To deliver, or facilitate the delivery of, tailored information and education sessions to raise awareness of staff and children in relation issues that may put students and staff at risk.
- To be a visible presence in the school, to be seen on the playground and at the school gates when possible but not as part of any formal rota / timetable that school staff may be subject to.
- To develop diversionary activities during the summer and half term breaks to promote inclusion, break down barriers between the police and the students and encourage improved attendance and behaviour.
- To liaise with colleagues and partners in the Local Policing team, Early Help and other departments, in relation to policing and safeguarding issues that may require a wider response.

CAMHS - Cheshire & Wirral Partnership NHS Trust

- 0 – 13 and 14 – 18 team are based at The Birch Centre, Derby Road, Birkenhead, CH42 0LQ
- Wirral CAMHS Advice and Duty Line on 0300 303 3157 to speak to a clinician, who will ask you a range of questions to gain an understanding of your child's needs and presentation. This will take approximately 30 minutes. Or,
- You can complete the self referral- Children and Young People's Mental Health Service (CYPMHS) 0-18 - Wirral :: Cheshire and Wirral Partnership NHS Foundation Trust and email this to wirralcamhsreferrals@cwp.nhs.uk

Kooth.Com www.kooth.com

- Kooth offers young people in Wirral (11-25) free, anonymous, and safe mental health and wellbeing support, helping to address with anything that young person might be facing.
- The Kooth platform includes the Magazine (articles, research, creative writing etc- written by the Kooth team and by the young people), the Forums (posts, discussions and friendly advice and words of support from the Kooth community on a variety of topics), activities and text-based chat with trained, professional Counsellors and Emotional Wellbeing Practitioners.
- Everything on the platform is pre moderated, so nothing goes live on the site before being checked by the Kooth team.

The Kooth team are all experts in when to signpost and to help Young People get the right support and help, they need, whether it's with Kooth or otherwise.

APPENDIX 2: DISPOSAL OF SUSPECTED SUBSTANCE OR DRUG PARAPHERNALIA

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

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

Staff members who witnessed disposal: ……..

Signatures of staff who witnessed disposal: ..……

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

……
……
……
……
……

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

……
……
……
……
……

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

OUTSIDE AGENCY INFORMED: ……

ACTION PLAN: ……
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APPENDIX 3: RESPONSE TO DRUG AND ALCOHOL MISUSE AT WIRRAL GRAMMAR SCHOOL FOR GIRLS

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

APPENDIX 4: Health Service in Schools

HSIS Youth Workers support young people in Wirral Secondary Schools, Wirral Sixth Form College and Wirral Met College. We provide young people with Confidential Health & Wellbeing support.

Each school/college has a designated HSIS Youth Worker can offer you confidential support on any issues which may be affecting your health and wellbeing.
We provide support to young people on a wide range of issues and topics such as: building resilience, reducing risks, healthy relationships, sexual Health (including issuing condoms in some schools) drugs, alcohol, emotional health, stress and anxiety.

Getting help from your HSIS Youth Worker is easy. HSIS Youth Workers work in Wirral Secondary Schools and Colleges to support you.
To contact your youth worker, find the youth worker for your school or college below and click "Contact Me." This will open a Microsoft Form where you can write your details and say what help you need. After you send it, the youth worker will read your message and get back to you quickly. This way, you get the right support when you need it.

Team Leader
Patric Rogers, Team Leader for HSIS and Digital Platform Development Lead for ZILLO and Wirral Sandbox and SENDLO. For requests, or advice on our team please contact Patric at patricrogers@wirral.gov.uk

What We Do

We work with young people across Wirral secondary schools and colleges (Years 7–13), offering confidential support and early interventions to help them make positive choices and stay healthy. Our support is private and confidential, unless we are concerned that a young person or someone else is at risk of harm — in which case we follow schools safeguarding procedures.

- **Relationships & Sexual Health**
- **Drugs, Alcohol & Addiction**
- **Emotional & Mental Health**
- **Healthy Lifestyles**

How We Work

- One-to-one interventions
- Targeted interventions
- In the Zone sessions
- Drop-in clinics
- Bespoke school-specific programmes

Accessing Support

- All support is confidential between the young person and the youth worker (with safeguarding exceptions only)
- Young people can self-refer via ZILLO or through their youth worker
- Schools can also make referrals

Prevention & Pathways

- Early interventions to prevent issues escalating
- Signposting to appropriate support inside or outside school

Digital Youth Offer

We provide up-to-date, trusted information for young people and professionals through:
- ZILLO
- Wirral Sandbox

Appendix 5: Cannabis and other illegal substances

Cannabis

Vapes can be used to consume cannabis. A vapouriser is used to heat the cannabis, rather than burning it. Consumption of cannabis on school premises should be dealt with according to the school Substance Misuse Policy.

CBD

Cannabidiol (CBD) liquids are legal if they contain no nicotine or the cannabis component Tetrahydrocannabinol (THC).

THC

THC vape liquid is illegal and can produce the same effect as cannabis. It may contain synthetic cannabinoids. These products are more potent than cannabis and can produce adverse reactions behaviour change, including excessive sweating, rapid heart rate, vomiting and fainting.

THC liquid may also include vitamin E acetate. This is used to dilute the liquid and can produce a toxic gas with associated lung injuries. It is not possible to tell by sight if this has been added to the liquid.

Other illegal substances

Some schools report concerns that vaping devices could be used and/or modified for delivering other substances. The management of these situations are covered in the Screening, Searching and Confiscation Guidance and should be incorporated into school drug and/or behavioural policies. Support should be sought from relevant partners, such as drug and alcohol services, police, and safeguarding.

Incorporating vaping into a whole school approach

In the longer term, schools might respond to vaping by making it a part of their whole school approach to health and well-being for all pupils and staff who work and learn at the setting. This could involve:

- Considering how the physical environment promotes vaping, for example are there any areas of the school site where vaping is regularly reported.
- Supporting all staff to feel confident in their knowledge of vaping, its risks (and benefits for adult smokers), and the law, through resources and training.
- Exploring how it can be linked to the school's ethos, culture, and values, for example around sustainability and the environment, or a positive sense of health and well-being.
- Teaching about vaping as part of the PSHE and RSE curriculum.
- Sharing information, resources & posting with parents and carers.
- Consider how the school signposts staff, parents and carers to seek Quit support.

Some local authorities also commission smoking prevention training/programmes, which offer guidance and support for schools. Please contact your local public health team or PHSE to see if this is available in your area.

Contact your local public health team or PSHE/Healthy Schools lead for more information on what's available in your area.