



Greenfields School

Drug and Alcohol Misuse Policy

2025-2026

Implemented	By Whom	Last Review	By Whom	Next Review
June 2025	R.Hill	March 2026	R. Redman and C.Singh	March 2027

Document History (last 3 versions)			
Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
03/10/25	2	Creslyn Singh	Review and update
12/03/26	3	Creslyn Singh	Reviewed

This policy aligns with the ALN Code (Wales) 2021, the Equality Act 2010, the UNCRC, the Independent School Standards (Wales) Regulations 2024

Mission Statement

Preparing learners for the future by providing a sustainable outstanding educational experience where all learners realise pursue and achieve their full potential, enabling them to thrive as adults.

Context

The policy was written with reference to the following Government initiatives and guidance:

- [Working Together to Reduce Harm](#)
- [Guidance on Good Practice for the provision of services for Children and Younger People who Use or Misuse Substances in Wales](#)
- Substance Misuse Delivery Plan for Wales
- [Working Together to Reduce Harm Framework \(Welsh Government\)](#)
- Keeping Learners Safe (2022)
- [Safeguarding Wales](#)
- ALNET Act (2018)

The drug and alcohol policy stand-alone complimenting the PSE and other relevant school policies.

There are links between the drug and alcohol policy and the following policies:

- Safeguarding Policy
- Health & Safety policy

The school's position/stance on drugs

This policy supports learner rights under the UNCRC, particularly Articles 3, 12, 24 and 33 (protection from harmful substances). Greenfields school defines the term 'Drugs' to mean all substances capable of being misused including alcohol, tobacco, medicines and volatile substances as well as legal drugs.

- The school takes the issue of substance misuse seriously and seeks to give quality education on drugs to all learners, which will enable them to make good decisions concerning drug usage both now and later in life. The school seeks to provide accurate, unbiased information about drugs to its learners in PSE lessons. Research suggests that the most effective drug education takes place when it is part of a coordinated and progressive approach, which is skills based, dealing with assertiveness and decision- making.
- In addition to this the school seeks to support any learner who has drug related problems with the care home and good working relationships with outside agencies.
- All aspects of school life at Greenfields contribute to the common goal of letting young people know that they are valued as human beings. It is our aim that in doing this we raise self-esteem and minimise risk in the area of drug use.

Aims of the policy

The aims of the school drug policy are:

- To ensure that all members of the school know and understand the roles of the school, how they are expected to behave and the policy regarding drug incidents
- To encourage and enable young people to appreciate the benefits of a healthy lifestyle now, and in the future
- To help carers and young people identify what they need to learn about drugs and how they can take responsibility for their actions
- To enable young people and staff to gain access to support structures, e.g. counselling and treatment agencies

Many Greenfields learners experience SEMH vulnerabilities or trauma histories which may increase risk around substance misuse. The school uses trauma-informed and early-intervention approaches to reduce risk

Location

A copy of the drug policy will be located in the school website (under policies heading). It will also be obtainable internally on the shared site.

Schools drug awareness co-ordinators

Name of co-ordinator: Creslyn Singh and Rhys Redman

Roles & duties of the school drugs co-ordinators:

- 1. Coordinating policy development*
- 2. Monitoring teaching of substance misuse education through the PSE curriculum*
- 3. Monitoring implementation of the policy*

Drug education in the school

Aims of drug education:

- 1. How drugs affect our health*
- 2. Facts, laws and school rules about drugs*
- 3. How to find information and advice about drug misuse*
- 4. How to recognise and to resist unwanted pressure from others*

Drug and alcohol education is delivered through the Greenfields Curriculum within the Health & Wellbeing strand, using the values of the Curriculum for Wales to promote safe decision-making.

Outside visitors

Teachers lead on teaching drug education in the classroom and outside visitors are only used for support as part of an integrated programme of work. Visitors will be advised on their integration into the drug education programme and the expectations of their input will be made clear from the beginning. A teacher will always be present in the classroom during any lesson carried out by an outside visitor. However, it is recommended that other staff within the school are used to support the provision of drug education. A needs assessment is carried out with learners prior to any drug education taking place. This will ensure that any drug education is content, age and experience appropriate.

This will take the form of completing questionnaires with learners and through discussion in tutorial and PSE sessions. Greenfields works in partnership with the Gwent Police Schools Liaison Officers for education, support and harm reduction.

Staff training

Any staff training needs should be referred to the school drug education coordinator for incorporation into the ongoing continuing professional development plans for the whole staff team.

Incident management

Any drug or alcohol-related concern that indicates risk of harm is treated as a safeguarding matter and escalated immediately in line with the Wales Safeguarding Procedures (2019). There is a range of potential drug-related incidents that may arise within the school involving learners, parents and staff. It is important that the school community is aware of these and agree the guidelines for response.

Depending on risk, incidents may be escalated to:

- Newport City Council Children's Services
- Gwent Police
- Local health substance misuse teams
- The Proprietor

Assessment

A number of factors must be taken into consideration when carrying out an assessment of a drug-related incident. The areas to be taken into consideration are:

- the safety of staff and young people involved and in the immediate surroundings
- the legal status of the drug and the quantity involved;
- the reason(s) behind the incident;

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,The Cambian Group

V3.0, Reviewed September 2025 (Next Review September 2026)

- whether the incident is a one-off, or whether it has happened before;
- the person's knowledge and understanding of the organisational drug policy; and
- the person's home and school circumstances.

Recording of incidents

All drug-related incidents must be recorded carefully and appropriately. This document should be completed with the Head of School.

Searching for Substances

- Staff must always seek voluntary consent for any search.
- Staff cannot undertake a personal search or require removal of clothing.
- Staff cannot search personal property without consent.
- If consent is refused and risk remains, staff must contact Gwent Police.
- Staff may search school property (e.g., desks) with SLT approval.

Confiscation of Substances

It is legal (and recommended) that a suspected illegal drug be confiscated by staff immediately to prevent any further offence from being committed. The safety of the member of staff performing the search is of paramount importance.

When taking possession of an illegal drug, staff should:

- always have a second adult witness present;
- place the drug in a sealed bag and include details of the date and time of the confiscation and the witness present;
- store the bag in a secure location and notify the police who will collect and dispose of the drug (the law does not require the name of the person from whom the drugs were taken to be provided to the police);
- record full details of the incident including the police reference number; and
- inform the young persons' parents/care home staff, unless this would place the young person in danger.

Alcohol, tobacco, volatile substances and medicines will be offered for collection by parents/carers/social workers.

Parental substance use

It may be that an incident occurs that involves a parent of a child at the school. It is important that an assessment is made of the situation in line with that referred to above. The school must be careful not to jump to conclusions about a parent's substance misuse, but any concerns must be dealt with in an appropriate way.

Any child protection concerns should be referred to the Head Teacher.

Where learners reside in associated residential homes, the school will liaise with home managers and corporate parents to coordinate risk planning and support.

Medical assistance

If there is a medical emergency, the qualified first aiders in the school are:

Creslyn Singh, Rhys Redman, Sarah Hale, Max Herring, and Gavin Williams.

Medical procedures

In the case of an emergency, call for an ambulance immediately. (This duty may be carried out by the Responder if First Aid personnel are assisting the casualty).

When you call an ambulance by dialling 999 you will be asked to provide certain information to the ambulance controller, including: -

- confirm telephone number
- address/location of casualty (school, unless off site)
- the nature of the emergency (suspected substance misuse)
- is the patient unconscious or conscious and is he/she responsive
- do you know that substance(s) are suspected to have been taken
- how many persons are involved
- the injured person's name and age

Local and national guidance

- Newport Substance Misuse Education Coordinator (Tel: 01633 261448).

Dealing with the Media

Substance use and misuse incidents receive a high level of media attention. If you receive a telephone call or visit from any media source, do not be put under any pressure. For non-schools, organizations follow the following guidelines:

- Tell the reporter you will get back to them. Find out their contact details; who they are working for and if there are any specific questions wanting answered.
- Inform your line manager and consult with your organisations' media lead.
- Inform your organisation's Press Officer. They may manage the contact with the media on your behalf.
- If responding yourself, it is better to provide a written statement placing the situation in context and highlighting the positive steps you are taking to resolve the matter.
- Rather than waiting for an incident to work with the media, be proactive and inform the media of positive work you are engaged in such as drug education projects and projects with young people.
- Under no circumstances should the names of individuals be released to the media.

Vulnerable, at-risk learners

The following methods are used to identify those learners who are vulnerable to drug misuse:

- Child protection register
- Educational social worker
- Social Services involvement
- Behaviour Policy
- Learner Profiles

Any monitoring carried out will be done in the following way:

- Behaviour policy
- Child protection register
- Interviews with Social Workers

Support offered to these learners includes:

- Behaviour team involvement
- Educational Psychologist involvement
- Social Worker involvement
- Behaviour Support Programme
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This policy forms part of the school's compliance with the Independent School Standards (Wales) Regulations 2024, specifically safeguarding, welfare and leadership standards

Head teacher:	Creslyn Singh	Date:	21 st October 2025
Proprietor /Nominated Person:	Rob McConomy	Date:	21 st October 2025

APPENDIX A

GREENFIELDS POLICIES ON DRUG AND ALCOHOL MISUSE

Alcohol, Drugs and Substance Misuse Policy

No Alcohol or drugs are permitted on school site at any time.

Staff are not allowed to consume alcohol whilst on duty. Similarly, if staff are or appear to be under the influence of alcohol whilst on duty then disciplinary action will immediately be taken.

Consumption of alcohol, drugs or solvent abuse by young people is not allowed and guardians would be informed.

If such intake is suspected, then a search of the school site will be conducted by staff.

If any alcohol is found, it will be immediately disposed of and if any illegal substances are discovered they will be handed to the Police.

Workshops will be arranged to support any learners that need any support in this area.

Headteacher:	Creslyn Singh	Date:	22 nd October 2025
Proprietor:	Rob McConomy	Date:	22 nd October 2025