

*SAINT CATHERINE'S COLLEGE*

*Coláiste Chaitríona, Ard Mhacha*



**DRUGS EDUCATION/MISUSE OF  
SUBSTANCES POLICY**

*Revised June 2020*

## **Rationale for Policy**

In today's society, most people will be exposed to and/or use some sort of drug at some time in their lives. Substance misuse affects all communities in Northern Ireland, crossing gender, cultural and social boundaries. No school, parent or carer can afford to be complacent or think that children and young people are not at risk.

Research shows that by post-primary school age a significant number of young people are engaging with substances such as alcohol, cigarettes, including electronic cigarettes or solvents and/or have misused prescribed medicines or other substances.

Key findings from the Young Persons' Behaviour and Attitudes Survey (SPBAS) (2013) indicate that of 11-16 year olds surveyed in Northern Ireland:

- 38% had consumed alcohol
- 38% had drunk on at least one occasion
- 82% had not bought alcohol themselves
- 9% had been offered solvents to inhale
- 4% were regular smokers (smoking cigarettes every day or at least once a week)
- 45% of regular smokers bought their cigarettes from a newsagent, tobacconist or sweet shop.

## **School Ethos**

Saint Catherine's College is committed to providing a high quality provision of education which is underpinned by a strong pastoral care provision. To this end, the Board of Governors, Principal and staff of the college recognise the important role they have in enabling children and young people to make informed and responsible decisions and helping them to cope with living in an increasingly substance-tolerant society. The central focus of this Drugs Education/Substance Misuse Policy is the welfare, care and protection of all pupils in Saint Catherine's' College. We recognise that an asserted approach for supporting young people in substance education is to create an ethos within the school which promotes individual empowerment and values, such as tolerance, openness, honesty, respect and caring for oneself and others.

Our holistic response to substance misuse includes:

- helping to build factors that protect young people from becoming involved in substance misuse
- providing knowledge and skills to make healthier choices and reduce risk
- directing young people to appropriate services and support, where misuse has been identified.

## **Definitions**

For the purposes of this policy, the terms ‘drug’ and ‘substance’ include any product that, when taken, has the effect of altering the way the body works or how a person behaves, feels, sees or thinks. This includes:

- Alcohol
- Tobacco
- Tobacco related products, including nicotine replacement therapy and electronic cigarettes
- Over the counter medication
- Prescribed drugs
- Volatile substances
- Controlled drugs
- New psychoactive substances (NPS) formerly known as ‘legal highs’
- Other substances such as amyl or butyl nitrite (known as ‘poppers’ and unprocessed magic mushrooms)

‘Drug use’ refers to taking a drug; there is no value judgement, although all drug use has an element of risk.

‘Drug misuse’ refers to legal, illegal or illicit drug taking or alcohol consumption which leads a person to experience social, psychological, physical or legal problems related to intoxication or regular excessive consumption and/or dependence. ‘Drug misuse’ is therefore taking drugs, including prescribed drugs and NPS, that causes harm to the individual, their significant others or the wider community.

‘Tobacco’ and ‘electronic cigarettes’, although not controlled drugs, are not allowed in school or on school activities in line with DENI Circular 2014/15. The School’s Positive Behaviour Policy will be consulted and implemented to address these issues.

## **Aims**

- a) To provide students with information on drugs, including alcohol and tobacco, which enables them to make informed decisions and to adopt a healthy lifestyle
- b) To provide students with the necessary decision making skills so that they may respond assertively in the face of encouragement to misuse drugs
- c) To inform students of the legal implications of drug taking
- d) To provide support and guidance for those young people considered to be at particular risk of misusing drugs.

## **Objectives**

- a) To develop a consistent approach to drug related issues in line with the school’s pastoral care provision that can be adopted by all members of the school community
- b) To develop, implement and review a drugs education programme as part of the provision of PD within the curriculum

- c) To develop procedures and protocols that address drug-related issues across all areas of school life
- d) To establish procedures for managing specific incidents of suspected drug misuse
- e) To monitor and evaluate the effectiveness of the school's Drugs Education/Substance Misuse Policy in line with whole-school self-evaluation procedures

## **Roles and Responsibilities**

### **Pupils:**

- Pupils should be aware of and adhere to the school rules in relation to drug use/misuse, including tobacco, electronic cigarettes, alcohol, over the counter/prescribed medication, volatile substances and controlled drugs.

### **Parents/Guardians:**

- Should support their child if they have become involved in drugs
- Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drugs misuse

### **All staff (teaching and non-teaching)**

- Staff should be alert to the possibility of drug use/misuse
- Staff should be familiar with the procedures/practices in the handling of suspected drug-related incidents
- Whilst not the responsibility of an individual staff member to investigate a suspected incident, he/she should deal with any emergency procedures if necessary
- Forward any information, substance and paraphernalia received to the Designated Teacher for Drugs who may need to take further action
- Use the Drugs and Substance Misuse Incident Report Form to compile a brief factual report of suspected incident and forward to Designated Teacher for Drugs
- It is the policy of Saint Catherine's' College to comply with the legal requirements laid down by the Misuse of Drugs Act (1971) and other relevant legislation
- All staff are made aware of their legal responsibilities which include that of the school to notify the PSNI in all instances where there is an allegation or suspicion that a crime has been committed.

### **Failure to notify the PSNI is a criminal offence.**

Staff must be aware of the legal implications of:

- Receiving information about a controlled drug
- Discovering a young person in possession of a controlled drug
- Discovering a young person is involved in supplying a controlled drug

## **Designated Teacher for Drugs**

The Pastoral Vice Principal is the Designated Teacher with responsibility for drugs issues. She will:

- Liaise with outside agencies in relation to drugs
- Liaise with other staff on drugs matters, train and induct new staff in procedures
- Co-ordinate the school's procedures for handling suspected drug-related incidents
- Take temporary possession of any substance suspected of being a controlled drug/paraphernalia until handed over to PSNI
- Liaise with the Principal and provide a factual report on any drug-related incident in the school
- Oversee the planning and co-ordination of curricular provision in relation to Drugs education
- Review and update, if required, the school's policy after a drug-related incident or annually, with the aim of improving practice.

## **The Principal:**

Whilst the Principal should determine the circumstances of any incident, it is the responsibility of the PSNI to investigate any criminal or suspected criminal offence. In any suspected incident, the Principal will contact the parents/carers of those pupils involved.

After contacting the PSNI, the Principal will:

- Oversee the welfare of the pupil(s) involved and other pupils in the school
- Oversee Health & Safety procedures during the handling, storage and safe disposal of any drug/paraphernalia, using protective gloves at all times
- Inform the Chairman of the Board of Governors/Designated Governor for Drugs
- Agree an appropriate disciplinary or pastoral response
- Report the incident to CCMS if the incident
  - is serious enough to require PSNI involvement
  - requires that Child Protection procedure is involved
  - leads to the suspension/expulsion of a pupil

Complete a written report and forward a copy to the Board of Governors/CCMS

## **The Board of Governors should:**

- Foster and support the development and review of the Drugs Education/Substance Misuse Policy
- Examine and approve the completed policy and procedures
- Ensure the policy is reviewed at regular intervals
- Ensure the Designated Governor for Drugs receives training in drug-related issues.

Education surrounding drugs/substance misuse should not be taught in isolation but rather as an integral part of our Personal Development Programme. In line with the aims of this policy, we are committed to educating our pupils on drugs/substance misuse through their experiences of the taught curriculum, the informal curriculum and through the many opportunities presented by our wide range of extra-curricular activities.

## **Drugs Education in the Curriculum**

This is delivered to students in Key Stage 3 and Key Stage 4 as part of the LLW Programme and as part of the Living Faith Programme in Key Stage 5.

### **Summary of Content and General Teaching Strategies.**

#### **Key Stage 3:**

The PD strand of LLW is made up of three statutory areas:

- Self-awareness
- Physical Health
- Relationships

These are further broken down into sub-themes and delivered in Year 8 and include:

- Health and the Whole Person
- Safety and Managing Risk
- Drugs Awareness

These are interlinked but the theme of Drugs Awareness deals specifically with:

- A definition of drugs
- Different categories of drugs and their effects
- What motivates people to take drugs
- Exploring the consequences of drug taking on self and others
- Understanding the legal implications of drug taking

Through the delivery of the PD programme it is hoped that our young people will:

- Have a vision for themselves
- Have increased self-esteem
- Positively and effectively manage their emotions
- Be highly motivated

In addition to the discrete delivery of PD, Drugs Awareness is also delivered through the Revised Curriculum in many subject areas.

## **Key Stage 4**

Pupils either choose to study LLW to GCSE level or are given an experience of the subject as part of their timetabled curriculum. Drugs Education is delivered through the PD module of GCSE Learning for Life and Work and builds on issues explored in Key Stage 3 and includes:

- Risks to health
- Developing a knowledge of legal / illegal substances and their effects
- An awareness of licensing and retailing laws, as well as legislation around the misuse of substances
- Identifying/managing pressures and influences on young people
- Demonstrating decision making/assertiveness in a range of situations
- The consequences/effects of risk taking behaviours
- Investigating alternative social/leisure pursuits
- Raising an awareness of health support services and how to access them.

Pupils of GCSE LLW also carry out a controlled assessment, the subject of which is determined by CCEA and changes cyclically. Students often complete controlled assessments in Personal Development and often the focus of these is on issues such as binge drinking and those organisations which support those with addiction

Drugs Education is also delivered as part of the GCSE Double Award Science specification.

## **Key Stage 5:**

Drugs Education is delivered mainly through the school's Living Faith Programme – a programme which promotes a Christian and responsible attitude to society.

Drug information sessions are provided by both external agencies such as PSNI, Breakthru and individuals with relevant experience such as Theresa Burke whose son Kelan died as a result of misuse. (See Appendix 1 and Appendix 2 for Checklist for use in vetting External Agencies/Service Level Agreement with External Agencies) The programme is designed to provide students with opportunities to listen, debate and to discuss the wider issues relating to drugs which affect society, impinge on family life and address ways of dealing with drug problems in society.

## **Procedures for managing suspected drug-related incidents**

For the purposes of this policy, a drug-related incident may include:

- A pupil displaying unusual or uncharacteristic behaviour
- An allegation
- Suspicion of possession, possession with intent to supply and/or supply of any substance which meets this policy's definition of a 'drug' or 'substance'
- Finding substance-related paraphernalia

Such suspected incidents could occur on school premises, when travelling to and from school and when engaged in authorised school-related activities.

In the event of an incident occurring, we will consult and implement the practices and procedures published in the document “Drugs – Guidance for Schools in Northern Ireland” Revised Edition 2015 (CCEA) (See Appendices 3.1 – 3.5) which outline a range of responses based on the nature of the incident in question.

### **Involving parents/carers**

In Saint Catherine’s College, we aim to ensure that parents/carers are fully informed of school procedures in the event of suspected drug-related incidents by posting the school’s Drugs Education/ Misuse of Substance Policy on the school website. A hard copy is also available on request from the school office.

Parents/carers are contacted as a matter of course for all incidents involving possession or misuse of drugs. In such cases, every effort is made to do so before involving the police. Staff involved in such communication with parents are sensitive to the fact that parents/carers may be emotionally distressed in response to a suspected drug-related incident.

### **Searching pupils**

If the school receives an allegation of possession, the Principal / Designated Teacher for Drugs may need to search a pupil’s desk/locker/schoolbag if she has come to believe it contains unlawful items, including controlled drugs. However, teachers cannot search personal belongings in the desk/locker/ schoolbag without consent. Staff should only search the pupil’s personal belongings, including schoolbag, coat or other items with the pupil’s consent. Staff should carry out this search in the presence of the pupil and another adult witness.

Staff should make every effort to encourage pupils to produce substances suspected to be concealed on their person voluntarily by inviting them to turn out their pockets or schoolbags. If the pupil refuses, staff should contact their parents/carers and the PSNI to deal with the situation.

A member of staff should never carry out a physical search of a pupil unless there is compelling evidence that the pupil has committed an offence.

If a pupil refuses to be searched, the school will establish whether the probability that the pupil has committed an offence outweighs their right to privacy before deciding whether to carry out a search without consent.

### **Detaining pupils**

When managing a suspected drug-related incident the school will invite the pupils concerned to remain in school under the constant supervision of a member of the Senior Leadership Team until their parents/carers and PSNI arrive. There should be no opportunity for the pupil to hide or destroy evidence.

If the pupil refuses to remain, staff cannot detain a pupil against their will. However, if a member of staff has reasonable grounds to suspect a pupil has in their possession or has taken a controlled substance, they can make a citizen's arrest under Article 26A of the Police and Criminal Evidence Order (1989)

### **Confiscating suspected substances**

School staff are permitted by law to take temporary possession of a substance suspected of being a controlled drug to protect a pupil from harm and prevent the pupil committing the offence of possession.

Any member of staff who encounters a suspected controlled substance and/or associated paraphernalia should, using appropriate safety precautions, e.g. gloves, take the suspected items to the Designated Teacher for Drugs as soon as possible. They should arrange for its safe storage until the school can hand it over to the local PSNI officer for identification. School staff should not attempt to analyse or taste an unidentified substance. An adult witness should be present when staff confiscates the substance and the school should keep a record of the details, using its Drug Incident Report Form (See Appendix 4)

### **Confidentiality**

It is the policy of Saint Catherine's College to proceed in all matters relating to drugs/substance misuse with the utmost sensitivity and discretion, endeavouring at every stage to protect the rights of the pupil, their family and the school. However, staff cannot and should not guarantee total confidentiality if a pupil approaches them for individual advice on drug use or misuse. In the event of a disclosure by a pupil concerning their taking controlled substances, staff must pass this on to the Designated Teacher for Drugs who will ensure that the proper action is taken to protect the pupil and the relevant bodies informed.

### **Disciplinary/Pastoral Care Response**

In the event of a suspected drug-related incident, the school will explore the relevant factors of each case before referring to a repertoire of responses which incorporates both sanctions and supports for pupils involved. At all times, such sanctions/supports will be in the best interests of the pupil in the longer term while ensuring the safety and well-being of other pupils.

Where a sanction is deemed appropriate, the school's Positive Behaviour Policy will be consulted and implemented.

In some instances, in considering the individual needs of the pupils involved, the school may identify counselling or other appropriate support as potentially valuable to a pupil. School will access, if appropriate, a range of specialised agencies, support and counselling services that may support a pupil at risk. (See Appendix 5)

## **Provision of counselling services in school**

Saint Catherine's College avails of the Independent Counselling Service for Schools (ICSS), funded by DE. This is a free school-based service to post primary aged pupils to which pupils can refer themselves. Alternatively, a parent or member of school staff can make pupil referrals to the service. The school's Pastoral Vice Principal/Designated Teacher for Drugs is the key contact person for the school's designated counsellor who, on a regular basis, monitors and evaluates the counselling service.

The school may, if appropriate, signpost parents/carers on to a range of local and national support services which they can access independently from the school. (Appendix 6)

## **Emergency First Aid Procedures**

The school has a team of fully qualified First Aiders as well as a number of staff trained in the use of defibrillators. It also employs a full-time Home/School Medical Liaison Officer who is available to attend any medical related incident in the school. In the event of a pupil experiencing difficulty because of misusing drugs, all staff are aware of the emergency procedures to be followed. (See Appendix 7)

## **Staff use of alcohol and smoking on school premises and on school trips**

As is the case with the school's Positive Behaviour Policy forbidding the consumption of alcohol/illegal substances/smoking among the pupil body, the school staff are expected to comply with the norms of the School Trips Policy which prohibits the consumption of alcohol on school trips. Saint Catherine's College is a non-smoking environment for pupils and staff alike.

## **Procedures for communicating to staff, parents/carers or other relevant agencies**

The 'Drugs Education / Substance Misuse Policy' is available to staff and parents/carers via the school website/school app and a hard copy is available at the school office on request.

Staff will be updated on amendments to the policy at planned in-house training sessions.

As soon as possible after a drugs-related incident, the school's response will be communicated to those staff concerned with the pastoral needs of the individual pupil. This will include:

- That a drugs/substance related incident has happened
- Disciplinary/pastoral actions taken.
- A warning to be vigilant to any further occurrences of similar incidents
- That the school policy has been fully adhered to

The school may, where rumours create a negative atmosphere, need to make a general statement informing the school community.

Only the parents/carers of the pupil/pupils directly involved in the incident are informed.

Only the Principal should respond to an enquiry from the media. When doing so, the school will respect the privacy of pupils and their families. After possible liaison with the PSNI, any statement will be positive, short, factual and without elaboration. Concluding statements should state that the school has managed the incident effectively.

### **Monitoring, reviewing and evaluating policy**

Periodic review of our Drugs Education/Substance Misuse Policy will take place to reflect changing circumstances and trends. We aim to survey online parents and pupils to ascertain their satisfaction with the educational provision provided.

Evaluation will address two key areas:

- The effectiveness of the policy to assist in resisting the lure of substance misuse
- The effectiveness of the procedures and practices in place to deal with substance related incidents.

After each drugs-related incident, the Designated Teacher for Drugs and key pastoral staff will carry out a post-incident evaluation and review of procedures.

We aim to follow the procedures for self-evaluation as outlined in the DE document “Together Towards Improvement”

### **Training**

The Designated Teacher for Drugs/Pastoral Vice Principal chairs weekly meetings of the school’s Pastoral Committee which comprises of Heads of Key Stage 3,4,5 and IMU. As part of the work of this committee, staff training needs are discussed and identified and as a result, relevant and appropriate training opportunities are put into place both for individual members of staff and on a whole staff basis. Training on drugs/substance misuse focuses on:

- Implementing/updating the school’s drug policy
- Delivering drugs education as part of the PD programme
- Responding to a suspected drug-related incident.

School also endeavours to work with parents on the issue of drugs misuse through our policy and parenting sessions which deal with risky behaviours.

The Board of Governors ratifies amendments to our Drugs Education/Substance Misuse Policy.

## **Related School Policies**

This policy is set within the broader context of Pastoral Care and as such should be read in conjunction with the following school policies:

- Positive Behaviour Policy
- School Trips Policy
- Child Protection Policy
- Health & Safety Policy
- Critical Incidents Policy
- Anti-Bullying Policy

# REFERENCES

- Young Persons' Behaviour and Attitudes Survey (2013)
- DENI Circular 2014/5
- Misuse of Drugs Act (1971)
- DENI Circular 2015/23
- Drugs Guidance for Schools in NI – Revised Edition (2015)
- The Psychoactive Substances Act (2016)

## Appendix 1

Checklist for use by School's Designated Child Protection Officer to vet External Agencies working in school.

- Accredited body
- Copy of Mission Statement
- Personnel to be used
  - Police Check
  - Official Qualification
  - Key Person
  
- All statutory requirements fulfilled i.e. health and Safety Policy etc.
- Sufficient Insurance
- Principal informed and approval granted
- School ethos read and understood
- Service agreement completed and signed
- Evidence of current legislation
- Established format for feedback
- Evaluation process in place

## Appendix 2

# Saint Catherine's College Service Level Agreement for Use with External Agencies Working in Schools

I/We have read Saint Catherine's College Mission Statement which reflects the school's ethos.

I/We am/are also familiar with the school's policies.

I/We agree to formally adhere to the school's ethos and policies:

- in working with young people and
- in the delivery of the programmes outlined below:

---

---

---

---

---

I/we am/are willing to provide full details of material content to:

Senior Leadership, teachers, parents, governors and other appropriate bodies and agree to fully implement any changes deemed necessary by the said representatives.

I accept the right of the school to withdraw the invitation issued to support the school in the education of our young people.

I/We formally accept the above terms of reference and in so doing I/we will acknowledge the agreement made.

Signed: \_\_\_\_\_ (External Agency)

Dated: \_\_\_\_\_

Countersigned \_\_\_\_\_ (Principal/Board of Governors)

Dated: \_\_\_\_\_

***SAINT CATHERINE'S COLLEGE***  
***CONVENT ROAD, ARMAGH BT60 4BJ***  
**Coláiste Chaitríona, Ard Mhacha**



Telephone: (028 37) 522023  
Fax : (028 37) 510034

[info@stcatherines.armagh.ni.sch.uk](mailto:info@stcatherines.armagh.ni.sch.uk)

Date as postmark

Dear \_\_\_\_\_

Thank you for agreeing to deliver \_\_\_\_\_ to our \_\_\_\_\_ students. In

line with Child Protection legislation and as discussed in your telephone call/email with \_\_\_\_\_

\_\_\_\_\_ I have enclosed the following documentation for your perusal and signature(s) where appropriate.

- Saint Catherine's College Millennium Mission Statement
- Service Level Agreement

All relevant school policies are available on the school website [www.stcatherinesarmagh.com](http://www.stcatherinesarmagh.com)

At this time, may I also ask you to forward a copy of your Mission Statement along with your accreditation and evidence that all necessary checks have been completed for the personnel who will be working with our students in Saint Catherine's College.

Yours sincerely

Miss C Mc Call  
**Senior Teacher/Child Protection**

**SAINT CATHERINE'S COLLEGE, ARMAGH  
MILLENNIUM MISSION STATEMENT**

Saint Catherine's College Millennium Mission Statement summarises our renewed commitment to provide excellence of educational provision for an ever changing society through:

- Commitment to providing a sound, balanced, Catholic education which promotes the all-round development of each individual pupil;
- Ensuring the attainment of the highest possible academic standards;
- Preparing our young people for independent thought and adult life;
- Maintaining and developing links with the local and national community;
- Contributing to the social, economic and cultural life of the community.

**Ethos of St Catherine's College**

St Catherine's College is a girls' non-selective Catholic all-ability school catering for the 11-18 age group and is associated with the international group of schools served by the Society of the Sacred Heart. The school caters for the full range of ability and comprises: Key Stage 3 (Years 8, 9 and 10) - located in the Main school building, Key Stage 4 (years 11 and 12) located in the Barat Building, Sixth Form located in the main school building and an Irish Medium Unit - An Sruth Gaeilge.

*'No matter what the direction of her studies, we must aim at the formation of the whole child with a view to her vocation in the age and circumstances in which she has to live'*

*-from the First Plan of Studies, 1805*

***Society of the Sacred Heart***

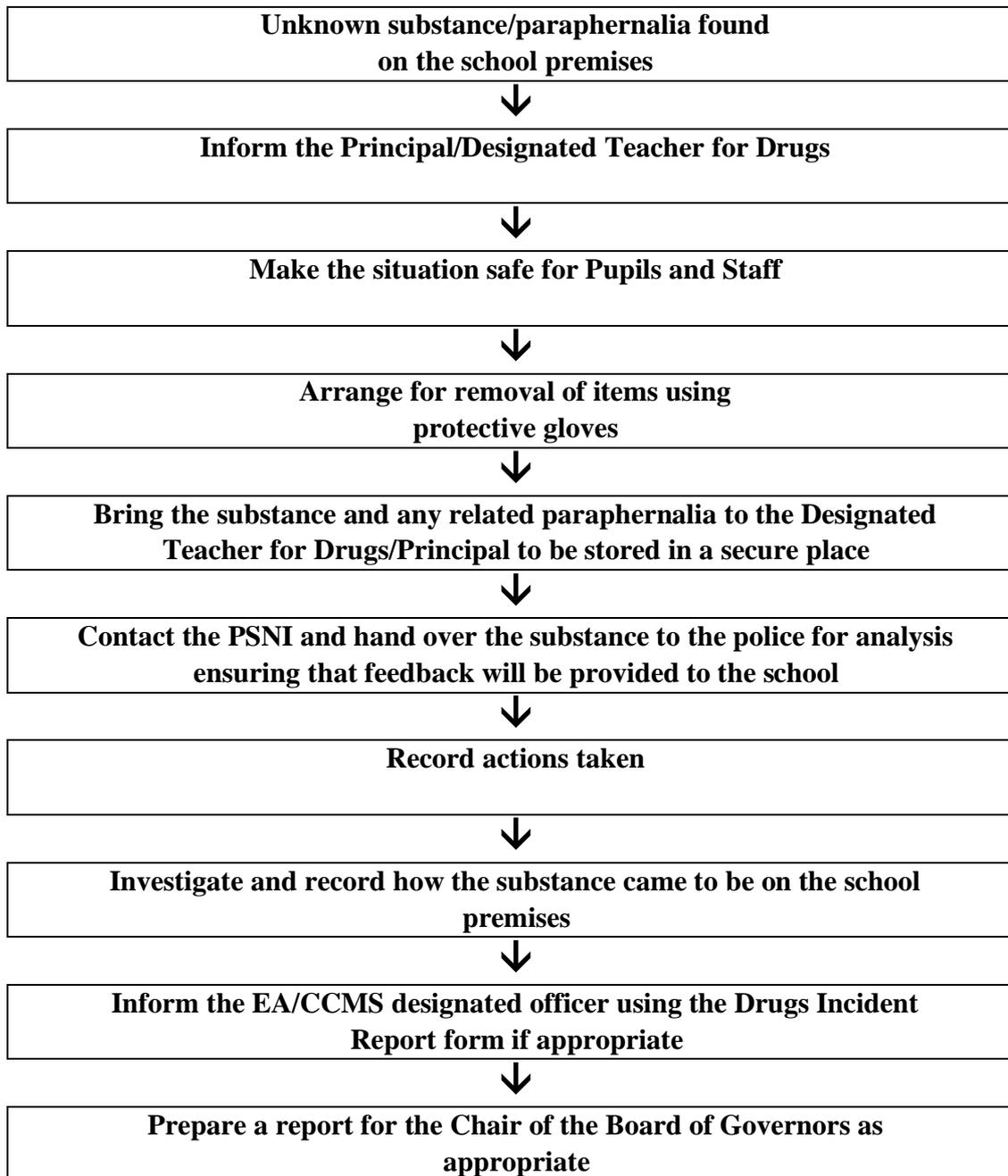
St Catherine's College bases its educational philosophy on the tradition of the international Society of the Sacred Heart. It aims at the harmonious, progressive, overall development of each pupil so that she responds to God's call in her life. Education for Faith permeates the spirit of the school. The school is a community - all of whose members have inherent and therefore equal dignity. Education for personal responsibility and for social justice is integral to this philosophy. In stressing elements such as these we are not seeing ourselves as different from other schools as acknowledging that, since education is never neutral, we must choose the direction our education will take, according to values we believe to be central and by which we want to live.

To be true to itself a tradition must constantly adapt itself. The youth of today and tomorrow require an education different from that of previous generations. St Catherine's College is committed to ongoing adaptation and wise innovation in order to keep true to its purpose.

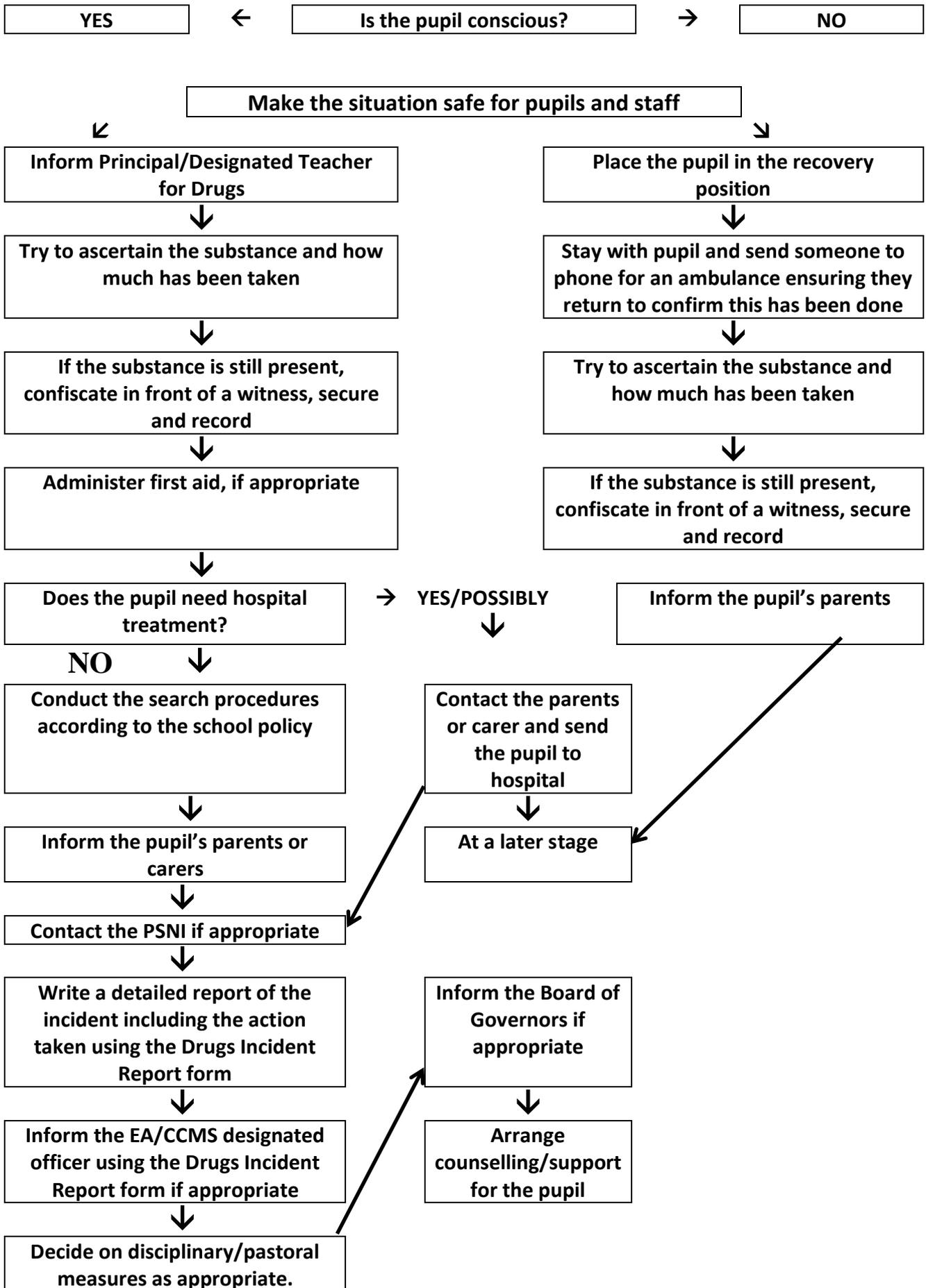
## Appendix 3

### Handling Drug-Related Incidents

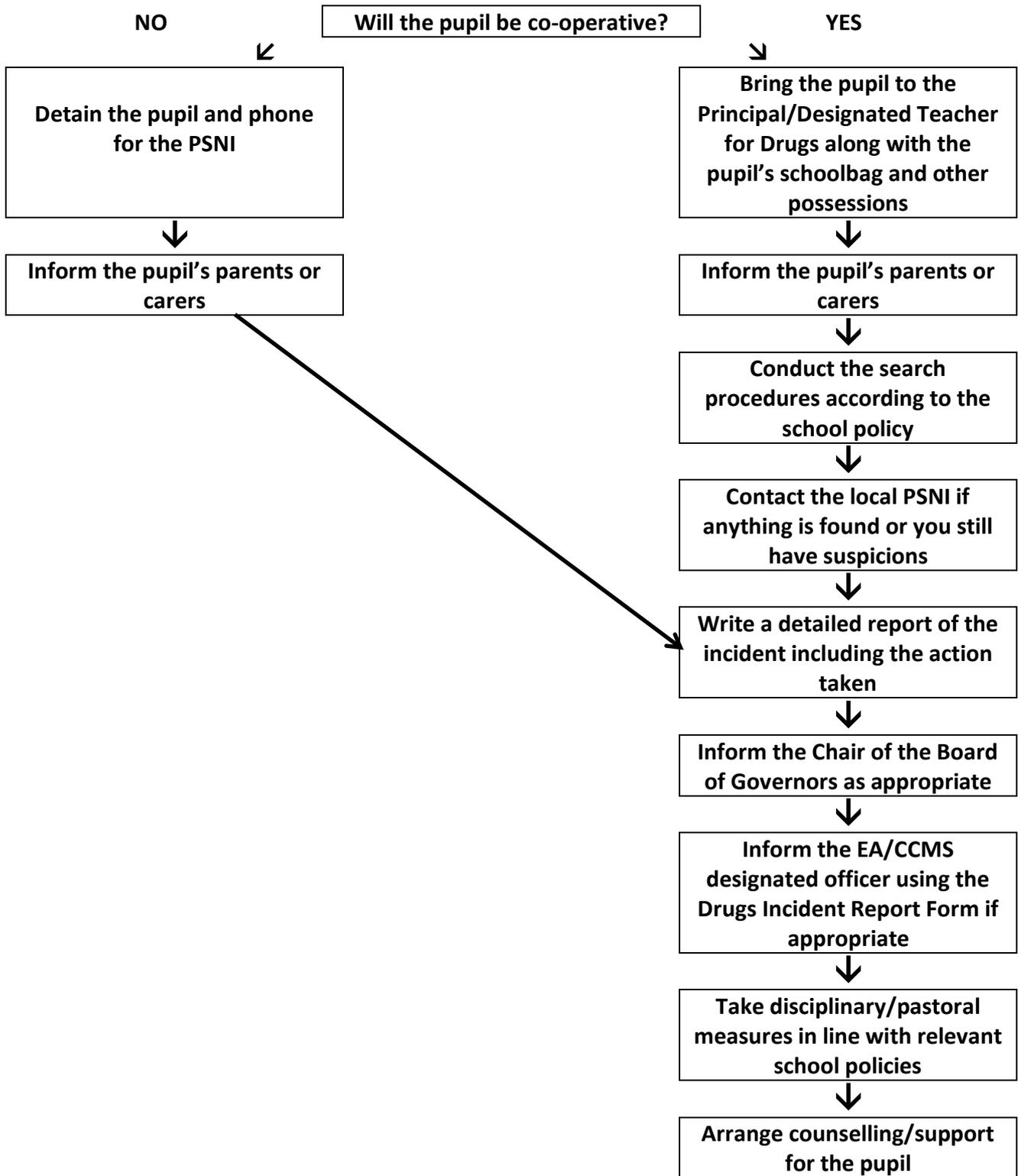
#### 3.1 Finding a suspected substance or drug-related paraphernalia on or close to the school premises



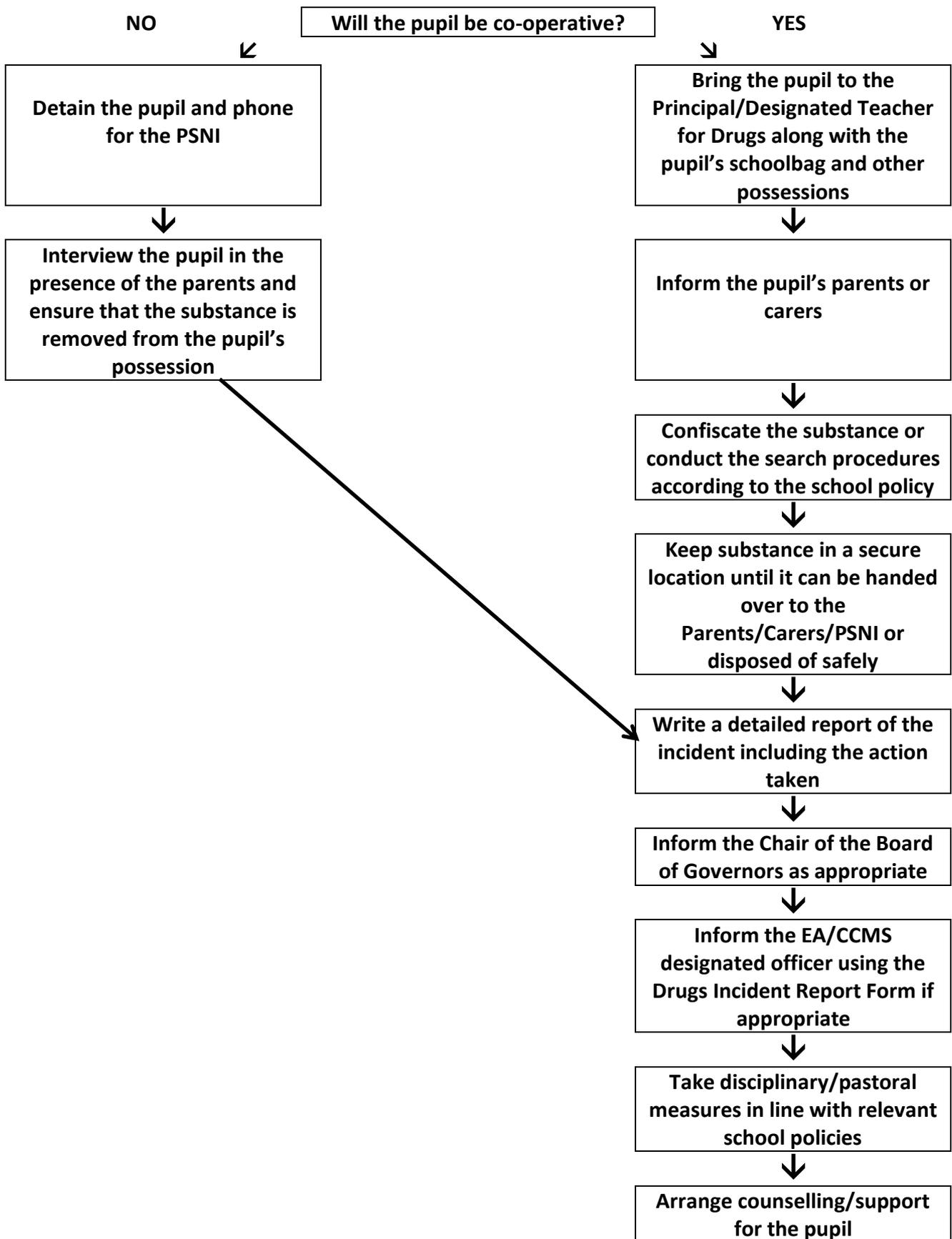
3.2 Pupils suspected of having taken drugs/alcohol on school premises



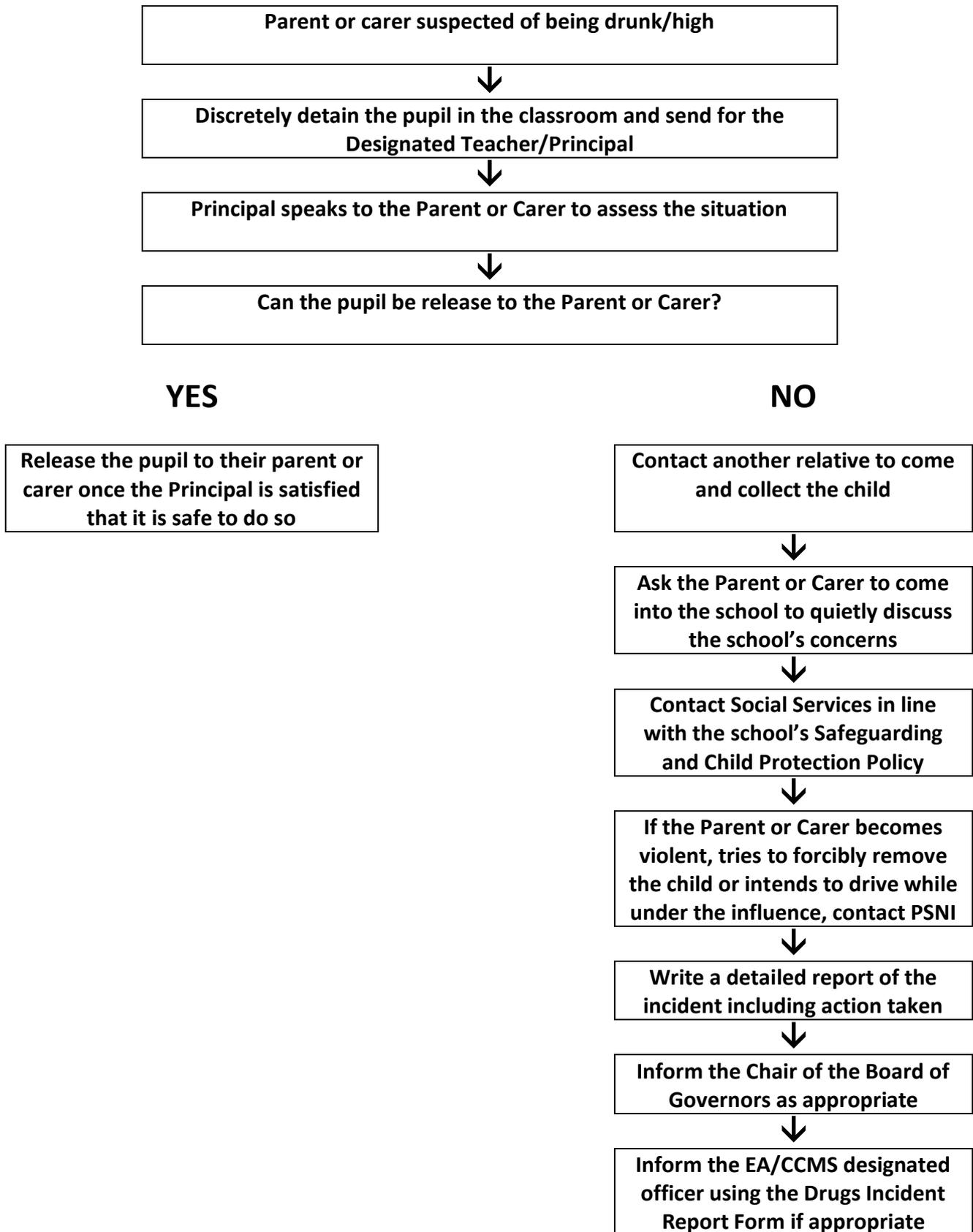
### 3.3 Pupils suspected of possessing/distributing an illegal substance



3.4 Pupil in possession of alcohol or unauthorised prescribed medication on the school premises.



3.5 A parent or carer arrives at school to collect a child and appears to be under the influence of alcohol or another substance



## Appendix 4

Drugs and Substance Misuse Incident Report Form  
(Form to be completed by teacher involved in incident)

**Nature of Incident:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Pupil(s) Involved:**

**Teacher Response:**

**Substance given to Principal/Designated Teacher:**

YES

NO:

**Report to Designated Teacher:**

YES

NO:

**Report to Principal:**

YES

NO:

**SIGNED:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 5

### School Drugs Incident Report Form

(To be completed by Designated Teacher for Drugs)

1.	<b>Name of Pupil</b> _____ <b>Date of Birth</b> _____ <b>Address:</b> _____ _____
2.	<b>Date of incident</b> _____ <b>Reported by</b> _____ <b>Time of Incident</b> _____ <b>Location of Incident</b> _____
3.	<b>First Aid given YES/NO</b> <b>Administered by</b> _____ <b>Ambulance/Doctor called YES/NO</b> <b>Time of call</b> _____
4.	<b>Parent or Carer informed YES/NO</b> <b>Date</b> _____ <b>Time</b> _____
5.	<b>Where substance is retained</b> _____ <b>OR</b> <b>Date substance destroyed or passed to PSNI</b> _____ <b>Time</b> _____
6.	<b>PSNI informed YES/NO</b> <b>Date</b> _____ <b>Time</b> _____
7.	<b>Education Authority or CCMS Designated Officer informed, as appropriate YES/NO</b> <b>Date</b> _____ <b>Time</b> _____
8.	<b>Form completed by</b> _____ <b>Date</b> _____ <b>Position</b> _____

**Description of the Incident**

**Actions Taken**

**Incident Form completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 6

### Referral Pathway for Specified School Incidents

#### Type of Incident

#### Internal Staff Referral:

Refer incident to:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

#### External Agency Referral:

Contact details of relevant agencies or personnel

Name of Agency: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relevant Details: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relevant Details: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relevant Details: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Relevant Details: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Appendix 7

### Useful contacts in Northern Ireland

<b>Education Authority (formerly Education and Library Boards)</b>		
<b>Belfast Region</b>	Tel: 028 9056 4000	<a href="http://www.belb.org.uk">www.belb.org.uk</a>
<b>North-Eastern Region</b>	Tel: 028 9448 2200	<a href="http://www.neelb.org.uk">www.neelb.org.uk</a>
<b>South-Eastern Region</b>	Tel: 028 9056 6200	<a href="http://www.seelb.org.uk">www.seelb.org.uk</a>
<b>Southern Region</b>	Tel: 028 3751 2200	<a href="http://www.selb.org">www.selb.org</a>
<b>Western Region</b>	Tel: 028 8241 1411	<a href="http://www.welbni.org">www.welbni.org</a>

<b>Diocesan Advisers</b>		
<b>Diocesan Advisers provide support for maintained schools, you can contact them at the Diocesan Offices below: The Council for Catholic Maintained Schools (CCMS)</b>	Tel: 028 90426972	<a href="http://www.onlineccms.com">www.onlineccms.com</a>

<b>Department of Education</b>		
<b>THE Department of Education has produced information and sources of help on a range of topics, including smoking and drugs, as part of the iMatter programme.</b>		<a href="http://www.deni.gov.uk">www.deni.gov.uk</a>

<b>Independent Counselling Service for Schools</b>		
<b>The Department of Education funds the Independent Counselling Service for Schools (ICSS). It is available to all post-primary aged pupils, including those in special schools, during school hours and on school premises. Contact is through the school.</b>	Tel: 028 91279729 for further information from the ICSS Regional Co-ordinator	<a href="http://www.onlineccms.com">www.onlineccms.com</a>

<b>Health and Safety</b>		
<b>The Health and Safety Executive</b>	Tel: 028 90243249 for Northern Ireland (HSENI)	<a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a>

<b>Public Health Agency for Northern Ireland</b>		
The Public Health Agency (PHA) is a regional organisation that aims to protect and promote the health and well-being of the population. It was established in April 2009 as part of the reforms to Health and Social Care (HSC) in Northern Ireland. The PHA addresses the causes and associated inequalities of preventable ill health and lack of well-being. It is a multidisciplinary, multi-professional body with a strong regional and local presence. The PHA is responsible for commissioning services to address alcohol, tobacco and drug issues across Northern Ireland.		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

<b>Local Drug and Alcohol Co-ordination Teams</b>		
Contact details for local services in the Local Service Directories prepared by the DACTs.		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>

<b>Police Service for Northern Ireland (PSNI)</b>		
Drugs Squad	Tel: 028 9065 0222	
Community Involvement	Tel: 028 9070 0964	
Crimestoppers	Tel: 080 0555 111	

<b>Treatment, Counselling and Support Agencies</b>		
Health and Social Care Organisations		<a href="http://www.publichealth.hscni.net">www.publichealth.hscni.net</a>
Family Support NI		<a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a>
Children and Adolescent Mental Health Services, Belfast		<a href="http://www.belfasttrust.hscni.net">www.belfasttrust.hscni.net</a>

<b>Local organisations</b>		
A list of local organisations that provide information and advice and/or resources about drugs.		<a href="http://www.mindingyourheal.info">www.mindingyourheal.info</a> <a href="http://www.fasaonline.org">www.fasaonline.org</a> <a href="http://www.talktofrank.com">www.talktofrank.com</a> <a href="http://www.thesite.org/drinkanddrugs">www.thesite.org/drinkanddrugs</a> <a href="http://www.nhs.uk/Livewell/Pages/Topics.aspx">www.nhs.uk/Livewell/Pages/Topics.aspx</a>

<b>National Organisations</b>		
A list of national organisations that provide information and advice and/or resources about drugs:		
Adfam, London		<a href="http://www.adfam.org.uk">www.adfam.org.uk</a>
Action on Smoking and Health (ASH), London		<a href="http://www.ash.org.uk">www.ash.org.uk</a>
Alcohol Concern, London		<a href="http://www.alcoholconcern.org.uk">www.alcoholconcern.org.uk</a>
CAMH, UK		<a href="http://www.camh.org.uk">www.camh.org.uk</a>
FRANK, UK		<a href="http://www.talktofrank.com">www.talktofrank.com</a>
Drugscope, London		<a href="http://www.drugscope.org.uk">www.drugscope.org.uk</a>
HIT, Liverpool		<a href="http://www.hit.org.uk">www.hit.org.uk</a>
Lifeline, Manchester		<a href="http://www.lifeline.org.uk">www.lifeline.org.uk</a>
Release, London		<a href="http://www.release.org.uk">www.release.org.uk</a>
Lions Lifeskills		<a href="http://www.lionslifeskills.co.uk">www.lionslifeskills.co.uk</a>
Want 2 Stop, Public Health Agency		<a href="http://www.want2stop.info">www.want2stop.info</a>
National Drugs Helpline	0800 776600 Text 82111	
AA National helpline	0845 769 7555	