

## Template

### Substance Use Policy - Document containing

- a) Suggested steps to follow in developing and revising/updating this policy
- b) Policy Template

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The following are suggested steps to follow in developing and revising/updating this policy (this is an extract from the Substance Use Policy document above):

<b>1</b>	<b>Initiate and establish structures</b>	<ul style="list-style-type: none"> <li>• <b>Reference the key document <a href="#">Guidelines for developing a School Substance Use Policy</a> (issued to all primary and post-primary schools in 2002) which sets out a seven step approach to developing a substance use policy. The material in the template below has been drawn primarily from this document.</b></li> <li>• The Guidelines (Step 1) recommend that:             <ul style="list-style-type: none"> <li>○ a core committee representative of the whole school community should be established to develop the policy. It may be appropriate to invite a representative from a community-based agency to participate in this committee (e.g. Gardaí, Local Drugs Task Force, youth or community services)</li> <li>○ schools within the same community should collaborate on substance use policy development - schools may find it beneficial to form clusters with other schools for this purpose.</li> </ul> </li> </ul>
<b>2</b>	<b>Review and Research</b>	<ul style="list-style-type: none"> <li>• Study relevant resource documents and legislation (see Guidelines Step 2).</li> <li>• Review existing practice or policy in your school (and/or in other schools in the locality or elsewhere), prior to determining policy content. The Guidelines (Step 3) provide details on aspects of the current situation which may usefully be considered under three headings:             <ol style="list-style-type: none"> <li>a. Current provision regarding alcohol, tobacco and drug education</li> <li>b. Existing school policies (school plan, code of behaviour, anti-bullying, health and safety etc.)</li> <li>c. Current understanding in relation to alcohol, tobacco and drug use.</li> </ol> </li> <li>• Identify the issues that need to be addressed.</li> </ul>
<b>3</b>	<b>Preparation of draft policy</b>	<ul style="list-style-type: none"> <li>• <i>(The template provided in the Substance Use Policy document is designed to assist the drafting process).</i> Each school's own context will influence the procedures adopted.</li> </ul>
<b>4</b>	<b>Circulation/ Consultation</b>	<ul style="list-style-type: none"> <li>• Circulate the draft policy and consult with school staff, students, parents/guardians, board of management/trustees, management of other schools in locality and any relevant community-based agencies to ensure an integrated community-based response.</li> <li>• Amend the draft policy, as necessary, in light of the consultation process.</li> </ul>
<b>5</b>	<b>Ratification and Communication</b>	<ul style="list-style-type: none"> <li>• Present the policy to the Board of Management for ratification.</li> <li>• Make provision for the circulation of the policy to all parents/community and arrange to provide it to all new applicants on enrolment.</li> <li>• Communicate the ratified policy to other members of the school community.</li> </ul>
<b>6</b>	<b>Implementation</b>	<ul style="list-style-type: none"> <li>• Implement the provisions of the policy.</li> </ul>
<b>7</b>	<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• Check, at regular intervals, that the policy is being implemented and identify any issues arising.</li> </ul>
<b>8</b>	<b>Review, Evaluation and Revision</b>	<ul style="list-style-type: none"> <li>• Review and evaluate the impact of the policy at a pre-determined time, taking into account feedback from the school community and other developments.</li> <li>• Revise as necessary, in light of the review and evaluation process.</li> </ul>