

## Drugs and Alcohol Policy

Person(s) responsible for updating the policy:	Executive Leadership Team
Date approved by Trustees:	23 September 2024
Date of next review:	September 2026

### Mission, Vision and Values



#### Vision

Every child in a great school



#### Mission

Empowering children to impact positively on society



#### Values

Collaboration  
Aspiration  
Integrity  
Compassion

### WeST Core Values

WeST holds four core values which underpin the engagement, motivation and retention of employees, no matter what their role in the organisation.

- **Collaboration**  
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others. Building and securing value from relationships, developing self and others to achieve positive outcomes.
- **Aspiration**  
Having high expectations, modelling the delivery of high-quality outcomes. Showing passion, persistence, and resilience in seeking creative solutions to strive for continuous improvement and excellence.
- **Integrity**  
Acting always with the interests of children and young people at our heart, and with a consistent and uncompromising adherence to strong moral and ethical principles. Communicating with transparency and respect, creating a working environment based on trust and honesty.
- **Compassion**  
Recognising need in others and acting with positive intention to promote well-being and improve outcomes.

### Providing Accessible Formats

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## 1. Statement of intent

Hele's School takes a zero-tolerance approach to the misuse of drugs, alcohol, tobacco, and vaping on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs, alcohol, tobacco, and vaping.

At Hele's School we also recognize the need to support pupils at risk from child exploitation, including County Lines.

We are committed to:

- Upholding the WeST Health and Safety Policy.
- Providing a safe and healthy environment which is conducive to education.
- Providing a robust policy which outlines our zero-tolerance approach to drugs, alcohol, tobacco, and vaping.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug, alcohol and tobacco, and vaping.

## 2. Legal framework

This policy has due regard to relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006

This policy has due regard to relevant guidance including, but not limited to, the following:

- DfE (2024) [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124444/keeping-children-safe-in-education-2023.pdf)
- DfE (2018) [Mental health and behaviour in schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/70444/mental-health-and-behaviour-in-schools.pdf)
- DfE (2024) [Behaviour in Schools - Advice for headteachers and school staff Feb 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124444/behaviour-in-schools-advice-for-headteachers-and-school-staff-feb-2024.pdf)

This policy will be implemented in conjunction with the Trust and individual school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- The PSHE programme of study
- Administering Medication procedures
- Behaviour Policy
- Suspension and Exclusion Procedure

## 3. Roles and Responsibilities

**The Principal is responsible for:**

- 3.1 The day-to-day management of this policy.
- 3.2 Providing a safe environment for all staff, pupils and visitors.
- 3.3 Working with those in governance to ensure compliance with relevant legislation.

- 3.4 Informing the trustees, of any issues and developments concerning drugs, alcohol tobacco, and vaping.
- 3.5 Acting on any concerns arising from pupils' use of drugs, alcohol and tobacco, and vaping.
- 3.6 If appropriate, and where doing so will not place the child at risk, informing parents of any drug, alcohol tobacco, and vaping related incidents concerning their child.
- 3.7 Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- 3.8 Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- 3.9 Ensuring a consistent approach to managing drug, alcohol tobacco, and vaping incidents.

**The Designated Safeguarding Lead (DSL) is responsible for:**

- 3.10 Ensuring that staff have the skills to teach and discuss issues relating to drugs, alcohol tobacco, and vaping.
- 3.11 Ensuring that staff and pupils experiencing difficulties with drugs, alcohol tobacco, or vaping are provided with appropriate internal support and referred to external support agencies as appropriate.
- 3.12 Consulting with pupils to inform provision around drugs, alcohol tobacco, and vaping education.
- 3.13 Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- 3.14 Liaising with local services as necessary to provide support for pupils.
- 3.15 Assisting with the monitoring and review of this policy.

**Pupils are responsible for:**

- 3.16 Ensuring they do not bring illegal or prohibited drugs, alcohol, tobacco or vapes onto school premises, travelling to and from school or whilst engaged in any offsite activity representing the school.
- 3.17 Ensuring they do not take drugs, smoke tobacco, consume alcohol or vape whilst travelling to or from school or at any time whilst wearing the school uniform.
- 3.18 Contributing to the development of this policy by providing feedback on the effectiveness of the drugs, alcohol, tobacco and vaping education provided, and on how incidents are managed.

**All staff (both teaching and support staff) are responsible for:**

- 3.19 Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.
- 3.20 Ensuring that their performance and judgement at work is never impaired by drugs, alcohol, tobacco or vaping.
- 3.21 Ensuring that they are in a fit and safe condition during their working day.
- 3.22 Understanding how this policy relates to them and their role in drug, alcohol, tobacco and vaping management.
- 3.23 Attending scheduled training concerning drugs, alcohol, tobacco and vaping, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

**The Premises Manager is responsible for:**

- 3.24 Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.

**External agencies are responsible for:**

- 3.25 Supporting the school with drug, alcohol, vaping and tobacco issues as required.

**4. Staff training**

- 4.1 We recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying pupils who may be at risk annually.

4.2 Teachers and support staff will receive regular and ongoing training as part of their professional development.

## **5. Drug education**

5.1 All pupils will receive regular guidance on drugs, alcohol, tobacco and vaping as part of the PSHE curriculum.

5.2 Drugs, alcohol tobacco and vaping will feature regularly as part of pastoral education in the form of classes and assemblies.

5.3 Lessons will be delivered as appropriate to the age and phase of the pupils.

5.4 Where appropriate, visitors and external speakers will lead classes on drug, alcohol, tobacco and vaping misuse.

## **6. Smoking**

6.1 In accordance with part 1 of the Health Act 2006, the school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

6.2 Parents, visitors and staff must not smoke or vape on school grounds and must avoid smoking or vaping in front of pupils and/or encouraging pupils to smoke.

6.3 Pupils, including sixth form pupils over the age of 18, are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, vapes, lighters, matches and pipes.

6.4 In the interest of health and hygiene, smoking and vaping will not be permitted around the school gates.

## **7. Drugs**

7.1 For the purposes of this policy, a “drug” is defined as any substance which alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs

## **8. Legal drugs and prescribed medicines**

8.1 We understand that some pupils may require medications that have been prescribed by a doctor or other health professional.

8.2 Parents have the primary responsibility for their child’s health and should provide the school with all relevant information about their child’s medical condition.

8.3 Medicines should only be brought onto the premises if it would be detrimental to the child’s health if medicines were not administered during their time at the school.

8.4 The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.

8.5 Medicines must be provided in the original container as dispensed and must include the prescriber’s instructions for administration and dosage.

8.6 Further guidance can be found in the school’s Administration of Medicines policy.

## **9. Persons found to be under the influence of drugs, alcohol, tobacco or vapes.**

9.1 Staff members found to be under the influence of drugs, alcohol, tobacco or vapes whilst on school premises will be disciplined in accordance with the appropriate HR Policy/Procedure e.g. WeST Alcohol, Smoking and Substance Misuse Policy, WeST Disciplinary Policy etc.

9.2 Visitors to the school found to be under the influence of drugs, alcohol, tobacco or vapes on school grounds will be escorted from the premises. The Principal has the authority to ban persistent offenders from the school.

9.3 Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs, alcohol, tobacco or vapes whilst on school premises will be removed from

- class and escorted to the Principal's or Deputy's office, where they will be assessed.
- 9.4 The pupil's parent will be contacted and asked to remove the pupil from the premises.
- 9.5 The pupil will remain in the Principal's or Deputy's office until their parent arrives.
- 9.6 If necessary, a search will be conducted. See section 12 and the Searching, Screening & Confiscation policy.

## **10. Medical emergencies**

- 10.1 In drug related medical emergencies, a trained first aider will be summoned.
- 10.2 A teacher or support staff member will remain with the casualty until the trained first aider arrives.
- 10.3 Other pupils will be removed from the immediate area as soon as is reasonably practicable.
- 10.4 Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.
- 10.5 The pupil's parents will be contacted and informed of the incident.
- 10.6 The incident will be logged on CPOMS.
- 10.7 If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and Social Services may be contacted.
- 10.8 All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the school's Health and Safety Policy.

## **11. Threatening behaviour**

- 11.1 Aggressive and threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.
- 11.2 Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police.
- 11.3 Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be required to leave the premises.
- 11.4 In the case of pupils, parents will be contacted, and pupils will be disciplined in line with the school's Behaviour Policy.

## **12. Searching**

- 12.1 Staff members may use common law to search pupils for any item with their consent.
- 12.2 Staff members may ask any pupil to turn out their pockets.
- 12.3 Staff members may search any pupil's backpack or locker.
- 12.4 Under part 2, section 2 of the Education Act 2011, teachers are authorised by the Principal to search for any prohibited item including, but not limited to, tobacco, cigarette papers, vapes, illegal drugs and alcohol, without the consent of the pupil if they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item.
- 12.5 Staff members may require a pupil to remove outer clothing including hats, boots, coats, and scarves.
- 12.6 Pupils' possessions will only be searched in the presence of the pupil and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.
- 12.7 Searches will be conducted by a same sex member of staff with another same sex staff member as a witness, unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.
- 12.8 Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs, tobacco or vaping products.
- 12.9 Any staff member may refuse to conduct a search.
- 12.10 Staff will consider the additional needs of pupils with SEND before using reasonable force.
- 12.11 Staff will adhere to the WeST Positive Handling policy and the Hele's Searching, Screening and Confiscation policy when carrying out searches.
- 12.12 A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs", vapes containing THC, and other potentially harmful materials which cannot immediately be identified.

### **13. Controlled substances**

- 13.1 The school has a zero-tolerance policy on illegal drugs.
- 13.2 Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness/witnesses present.
- 13.3 The staff member will store the sample in the Principal's office.
- 13.4 The incident will be reported immediately to the police who will be asked to collect the sample and then deal with it in line with agreed protocols.
- 13.5 The school will not hesitate in giving the police the name of the pupil from whom the drugs were taken.
- 13.6 A full incident report will be completed and submitted to the Principal.
- 13.7 Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.
- 13.8 Where controlled substances are found on school trips away from the school premises, the parents of the pupil, as well as local police, will be notified.

### **14. Support**

- 14.1 The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSL, staff and pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.
- 14.2 Support will be arranged and offered to pupils in line with the school's Social, Emotional and Mental Health procedures.

### **15. Discipline**

- 15.1 Pupils involved in drug and/or alcohol situations on the school premises will be disciplined as per the school's disciplinary procedure and, where appropriate, the police will be informed.
- 15.2 Where a pupil is involved in a drug and/or alcohol situation, the Principal will decide if it would be appropriate to exclude the pupil, following the provisions outlined in the school's Behaviour Policy and the WeST Exclusions Policy.
- 15.3 For matters related to the behaviour or conduct of staff members the responsible officer should proceed in accordance with the appropriate HR Policy/Procedure e.g. WeST Alcohol, Smoking and Substance Misuse Policy, WeST Disciplinary Policy etc.
- 15.4 Visitors involved in drug and/or alcohol situations on the school premises may be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

### **16. Monitoring and review**

- 16.1 This policy will be reviewed every two years by the Board of Trustees.
- 16.2 The next scheduled review date is September 2026.