



# Drug and Alcohol Policy

This policy was approved by Cox Green School  
on 23<sup>rd</sup> June 2022

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	7/7/15	1/9/15	July 2017
1.1	Senior Leadership Team	12/7/16	12/7/16	July 2019
1.2	Senior Leadership Team	9/7/19	9/7/19	July 2022
1.3	Senior Leadership Team	23/6/22	23/6/22	June 2025



**Contents:**

1. Statement of Intent
2. Key roles and Responsibilities
3. Definitions
4. Roles and Responsibilities
5. Training of Staff
6. Drug Education
7. Smoking
8. Legal Drugs and Prescribed Medicines
9. Solvents
10. Pupils, Staff and Visitors Found to be Under the Influence of Drugs or Alcohol
11. Medical Emergencies
12. Aggressive and/or Threatening Behaviour
13. Searching
14. Confiscation
15. Controlled Substances
16. Legal Highs
17. Communication of Policy
18. Evidence of Implementation
19. Review of Policy



## 1. Statement of Intent

Cox Green School takes a zero-tolerance approach to the misuse, supply or possession of drugs and alcohol on school 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 and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at Cox Green School;
- Providing a safe and healthy environment which is conducive to the education of the children in the School;
- Providing a robust policy which outlines our zero-tolerance approach to drugs and alcohol misuse;
- Developing and improving the policy by reviewing it after each event;
- Educating pupils on the dangers of drug and alcohol misuse.

## 2. Key Roles and Responsibilities

- 2.1. The Headteacher is responsible for any drug related issues within the school.

## 3. Definition and Terminology

- 3.1 For the purpose of this policy the following definition of a drug will apply:

- All illegal drugs (those controlled by the Misuse of Drugs act 1971).;
- All legal drugs, including alcohol, tobacco, volatile substances, alkyl nitrates (poppers) and novel psychoactive substances (legal highs);
- All over the counter and prescription medicines (misuse of).

- 3.2 It is recognised that there is no such thing as a safe drug, and any drug use has associated risks and benefits. For simplicity we refer to “drug use” as the use of any drug legal or otherwise, and “drug misuse” as drug use which leads, or has led to a student or other person experiencing social, psychological, physical or legal problems related to intoxication, or regular excessive consumption and/or dependence upon their drug(s) of choice.

- 3.3 Problematic substance misuse is where the individual has little control over their behaviour, they are frequently and regularly under the influence of a substance and they present as a problem for themselves or the environment in which they exist.

- 3.4 We refer to drug incidents as situations or specific events involving a suspected or proven drug in unauthorised possession or use by anyone covered by this policy, which includes adults as well as students, in any situation for which Cox Green is ultimately responsible.

## 4. Roles and Responsibilities:

- 4.1 Trustees will:

- With the Headteacher, involve families, students, health and other external professionals to ensure that the drug and alcohol curriculum addresses the needs of students, local issues and trends;



- Continue its involvement through regular evaluation of provision and policy. This will be achieved by termly discussion between the Trustee who has responsibility for safeguarding and an annual written report to the Board of Trustees.

#### 4.2 Headteacher

The Headteacher has responsibility for the day-to-day management of all aspects of the school's work, including teaching and learning. The Headteacher's responsibilities in respect of drugs and alcohol are to:

- Provide a safe place of work for all staff and students and as such take responsibility for this policy, its implementation, and for liaison with the Board of Trustees, parents, Local Authority (LA) and appropriate outside agencies;
- Work with Trustees to ensure compliance with Government legislation;
- Liaise with the Deputy Headteacher and pastoral team co-ordinator to ensure the effective delivery of drug and alcohol education within the curriculum, and to ensure that it is being monitored;
- Keep the Board of Trustees fully informed of provision, issues and progress around drugs and alcohol, through regular delegated meetings with the Trustee who has responsibility for safeguarding, and an annual report to the full Board of Trustees;
- Act upon any concerns which may arise from students' drug and alcohol behaviours;
- Have regard to the fact that parents have the right to be informed of any incident that could result in potential harm to their child. This can be a very sensitive issue for parents, and therefore, it will be handled with care and consideration. The Headteacher will consider if there are any special circumstances, which may temper this right;
- Invite the Police and Drugs Team (including dogs) into School as part of our Drugs Awareness Education Programme.

#### 4.3 Personal Development Lead

The Lead PSHE co-ordinator is responsible for providing education on drugs and alcohol. In respect of drugs and alcohol, responsibilities are to:

- Ensure the implementation and quality of long-term and medium-term sessions for the pastoral PSHE programme;
- Ensure that all staff are confident in their skills to teach and discuss issues related to drugs and alcohol;
- Consider the needs of all students, and to achieve this, recognise that the school might need to address some specific issues;
- Consult with students to inform provision around drugs and alcohol;
- Access appropriate training;
- Monitor and advise on the drug and alcohol curriculum organisation, planning and resource issues across the School;
- Ensure procedures for assessment, monitoring and evaluation are included;
- Liaise with external providers to support aspects of drugs and alcohol;
- Contribute to the review/updating of the Drugs Policy on a two-year cycle or sooner if necessary.

#### 4.4 Students:

- Students are not permitted bring drugs into School or whilst engaged in any off-site activity representing Cox Green School, for example any educational visits, trips abroad and work experience;



- Students should not take drugs or consume alcohol whilst travelling to or from school, or when in Cox Green uniform;
- Students who are aged 18 or over and are involved in school activities/visits may partake in the sensible drinking of alcohol if they are in the company of a responsible adult and have been given written permission to do so by their parent/carer (through the School's Permission Slip);
- Students should be asked to contribute to the review of the Drugs Policy through feedback about the education provided and if it is meeting their needs. This will be done through the Student Voice.

#### 4.5 Parents/Carers:

- Are responsible for ensuring that guidelines relating to medication in School are followed;
- Should keep the School informed of any drug/alcohol related concerns relating to their child(ren);
- Those who are acting as volunteers for school activities must adhere to the same requirements as staff regarding the consumption of alcohol and/or drugs.

#### 4.6 Designated and the Whole Staff Team:

- The Senior Designated Person or the Headteacher will inform the Police about any drug or alcohol related incident, if he/she deems it appropriate to do so;
- When reporting for work in School or whilst involved in a school trip or educational visit Staff must be in a fit state to work and undertake their duties. Staff must ensure that whilst carrying out their duties, their judgement is never impaired by alcohol or drugs. In particular, employees must ensure that their consumption of alcohol does not threaten the safe performance of their duties and that their behaviour never puts themselves or others at risk. Any employee who is subject to on-call arrangements must also ensure that their judgement is not impaired by drugs or alcohol and that they are able to carry out their duties safely during the on-call period;
- Staff will have access to continuing professional development opportunities for drug education and it will be outlined how this learning will be cascaded to others.

#### 4.7 Maintenance/Site Team

- Members of the Maintenance/Site Team will regularly check the school premises – any substances or drug paraphernalia found will be recorded and reported to the designated member of staff and dealt with in accordance with this Policy.

### 5. **Training of Staff**

- 5.1 At Cox Green School, we recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying potentially at-risk pupils.
- 5.2 Teachers and support staff will receive formal drug training as part of their new starter induction.
- 5.3 Teachers and support staff will receive regular and ongoing training as part of their continuing professional development.

### 6. **Drug Education**

- 6.1 All pupils will receive regular guidance on drugs and alcohol as part of the PSHE curriculum.
- 6.2 Drugs and alcohol will feature regularly as part of the pastoral education in professional development sessions and assemblies.



6.3 Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.

6.4 Where appropriate, visitors and outside speakers may join us to lead classes on drug and alcohol misuse.

## **7. Smoking**

7.1 In accordance with Part 1 of the Health Act 2006, Cox Green School is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas. Please also see the schools Smoke Free Policy.

7.2 Parents/carers, visitors and staff must not smoke on school grounds, and should avoid smoking in front of pupils and/or encouraging pupils to smoke.

7.3 Pupils including Sixth Form students over the age of 18 are not permitted to bring smoking materials or nicotine products to school. This includes but is not limited to cigarettes, vapes, e-cigarettes, lighters, matches or pipes, rolling papers and filters.

7.4 In the interest of health and hygiene and acting as role models, we request that people refrain from smoking outside the school gates.

## **8. Legal Drugs and Prescribed Medicines**

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

8.2 Parents/carers have responsibility for their child's health and should provide the school with information about their child's medical condition.

8.3 Medicines should only be taken to school where it would be detrimental to the child's health if medicines were not administered during the school day.

8.4 Cox Green School will only accept medicines which have been prescribed or recommended by a doctor, dentist, nurse or pharmacist prescriber.

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 Medical Conditions policy.

## **9. Solvents**

9.1. Pupils are not permitted to bring solvent based products onto the premises including but not limited to, aerosol deodorant, compressed air, and aerosol hairspray.

9.2 The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come in contact with it.

9.3 More information can be found in our COSHH (Control of Substances Hazardous to Health) policy.



## **10. Pupils, Staff and Visitors Found to be Under the Influence of Drugs or Alcohol**

- 10.1 Staff members found to be under the influence of drugs or alcohol whilst undertaking school duties will be disciplined in line with their contract of employment.
- 10.2 Visitors to the school found to be under the influence of drugs or alcohol on school premises will be escorted off the premises. The Headteacher has the authority to ban persistent offenders from the school.
- 10.3 Unless it is a medical emergency, or where there is aggressive and/or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be removed from class and escorted to the Headteacher's office where they will be assessed.
- 10.4 The pupil's parent/carer will be asked to remove the pupil from the premises.
- 10.5 The pupil will remain in the Headteacher's office until their parent/carer arrives.
- 10.6 If necessary a search will be conducted. (See Behaviour for Learning Policy)

## **11. Medical Emergencies**

- 11.1 In drug related medical emergencies, one of the trained first aiders will be summoned.
- 11.2 A teacher will remain with the casualty until the trained first aider arrives.
- 11.3 Other pupils will be removed from the immediate area as soon as is reasonably practicable.
- 11.4 Following assessment by the first aider, a decision will be made to ascertain whether an ambulance should be called.
- 11.5 The pupil's parents/carers will be telephoned and advised of the incident.
- 11.6 If the child is felt to be at risk, the Safeguarding Policy will come into effect and social services may need to be contacted.
- 11.7 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible in accordance with the school's health and safety policy.

## **12. Aggressive and/or Threatening Behaviour**

- 12.1 Aggressive and/or threatening behaviour by pupils, staff or visitors under the influence of drugs or alcohol will be taken very seriously.
- 12.2 Where aggressive and/or threatening behaviour is displayed, Cox Green School will not hesitate to contact the police if necessary.
- 12.3 Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 12.4 In the case of pupils, parents and carers will be contacted.



### **13. Searching (*Also see the schools Behaviour for Learning Policy*)**

- 13.1 The Headteacher, or staff to whom the Headteacher has delegated responsibility to, may use common law to search pupils with their consent for any item.
- 13.2 The Headteacher or staff to whom the Headteacher has delegated responsibility to, may ask any student to turn out their pockets.
- 13.3 The Headteacher or staff to whom the Headteacher has delegated responsibility to, may search any student's backpack or locker.
- 13.4 Under [Part 2, Section 2 of the Education Act 2011](#), staff are authorised by the Headteacher to search for any prohibited item including but not limited to tobacco and cigarette papers, as well as 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. Cox Green School's policy is that any search must be discussed with the Headteacher unless there is a risk that serious harm will be caused to a person if the search is not done immediately.
- 13.5 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 done immediately, and where it is not practicable to summon another member of staff.
- 13.6 Staff members may require a pupil to remove outer clothing including hats, scarves, boots, shoes and coats.
- 13.7 Pupil's 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 done immediately, and where it is not practicable to summon another member of staff.
- 13.8 Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- 13.9 Any staff member, except for security staff, may refuse to conduct a search.

### **14. Confiscation (*See also the Behaviour for Learning Policy*)**

- 14.1 A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

### **15. Controlled Substances**

- 15.1 Cox Green School has a zero-tolerance policy on illegal drugs.
- 15.2 Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and witness/witnesses present.
- 15.3 The staff member will store the sample in the Finance Office safe, or the school's strong room.





- 15.4 The incident will be reported immediately to the police who will collect it and then deal with it in line with agreed protocols.
- 15.5 Cox Green School will not hesitate to give the name of the pupil from whom the drugs were taken.
- 15.6 A full incident report will be completed and passed to the Headteacher.
- 15.7 Any further measures will be undertaken in line with the schools' safeguarding policy.
- 15.8 Where controlled substances are found on school trips away from the school premises, parents/carers of the pupil as well as local police will be notified.

## **16. Legal Highs**

### **16.1 Risks to Health**

The terms "new psychoactive substances" and "legal highs" refer to broad range of chemical substances, which are intended to produce a psychoactive effect when ingested, and the majority of which, until recently, were not controlled by legislation. The lack of legislative control has led to the popular, but wholly inaccurate, misconception that these substances are safe to use. In fact, the production of these products is entirely unregulated with no controls over the nature or consistency of the chemicals used. Testing has previously shown some NPS products to contain class A and B controlled drugs, as well as chemicals known to be toxic.

### **16.2 Psychoactive Substances**

In addition to the health risks associated with NPS use, the introduction of the Psychoactive Substances Act in 2016, means that anyone supplying, offering to supply or importing any psychoactive substance may be at risk of prosecution, and could face a jail sentence. Under the Act, supplying includes sharing products with friends whether or not any money changes hands and importing includes any online purchase where the supplier is based outside of the UK.

### **16.3 Further Information & Advice**

Additional general information is available at [www.youngminds.org.uk](http://www.youngminds.org.uk).

## **17. Discipline**

- 17.1 Pupils involved in drug and/or alcohol situations on school premises will be disciplined as per the school's disciplinary procedure, Behaviour for Learning Policy and Exclusions Policy, and where appropriate, the police will be informed.
- 17.2 Use, supply or possession of drugs on the school site will be deemed as a serious breach of school discipline and will result in a permanent exclusion.
- 17.3 Members of staff involved in drug and/or alcohol situations on school premises will be disciplined as per their contract of employment, and where appropriate the police will be informed.
- 17.4 Visitors involved in drug and/or alcohol situations on school premises will be banned from entering school premises indefinitely, and where appropriate, the police will be informed.



**18. Communication of Policy**

18.1 The Policy is published on the school website for parents and the staff intranet for Staff.

**19. Evidence of Implementation**

19.1 The Senior Lead will report back to the Senior Leadership Team as requested and Trustees will complete visits to evaluate the effectiveness.

**20. Review of Policy**

20.1 This policy shall be reviewed every 3 years by Cox Green School.



Appendix 1

**Search/Confiscation Form**

Student Name:	Form:
Date:	Time:
<b>Has the student been informed of why the search is required: Yes      No</b>	
<b>Has the student agreed to the search: Yes      No</b>	
If the student has not agreed to the search – what action have you taken:	
Please give details of why the search was necessary:	
Detail any items found during the search:	
What items were searched: i.e. bag/coat etc:	



**Name of person conducting search: SLT/DSL /DSO**

**Name of person witnessing the search:**

**Name of person informing parent/carer of any items found during the search and possible sanctions:**

**Signed by student:**

**Signed by staff conducting the search:**

**Signed by Headteacher:**