

Drug and Alcohol Policy

Policy Number: HBS033

Trustee Committee: Pastoral

Author: DA

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Policy Review

This policy will be reviewed in full by the Board of Trustees every two years.

The policy was last reviewed and agreed by the Board of Trustees on 2nd July 2024. It is due for review in 24 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Board of Trustees

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Statement of intent

Hitchin Boys' School is committed to keeping pupils safe from drugs and alcohol, both on our premises and in the wider community. 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.

The school maintains the view that alcohol and drug use on school premises is entirely unacceptable; however, we recognise that zero-tolerance policies have a disproportionately negative impact on some pupils, e.g. victims of child criminal exploitation (CCE). For this reason, we aim to foster an approach of supportive discipline, whereby pupils who are facing issues with drugs and alcohol are aided through both internal and external support, as well as disciplinary measures where appropriate, to make more healthy and positive choices and to reframe their attitudes towards drugs and alcohol.

In this policy “**misuse of drugs**” refers to the possession, use and supply of controlled drugs and the paraphernalia of drugs, including vaping or e-cigarette equipment and substances intended to resemble drugs, and to ‘legal’ psychoactive substances, performance enhancing drugs, glue and other substances possessed or supplied for purposes of abuse.

We are committed to:

- Providing a safe and healthy environment for the school community.
- Providing a robust policy which outlines our approach to supporting pupils struggling drugs and alcohol misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating pupils on the dangers of drug and alcohol misuse.

1. Legal framework

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

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE 'Keeping children safe in education'
- DfE 'Mental health and behaviour in schools'

2. Roles and responsibilities

The governing board is responsible for:

- Ensuring that effective policies and procedures are in place to make sure that pupils are kept safe from alcohol and drugs at school.
- Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
- Ensuring that pupils experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the headteacher, and in liaison with staff, parents, pupils, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHE, addresses the needs of pupils and the local community, and reflects current trends.
- Ensuring that the designated Lead Trustee for Safeguarding submits an annual written report to the governing board concerning drug- and alcohol-related incidents and concerns.

The headteacher is responsible for:

- The day-to-day management of this policy.
- Providing a safe environment for all members of the school community.
- Working with Trustees to ensure compliance with relevant legislation.
- Informing the governing board, via the designated safeguarding Trustee, of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' use of drugs and alcohol.
- Informing parents of any drug- and alcohol-related incidents concerning their child, where appropriate and where doing so would not place the child at risk.
- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug- or alcohol-related decision, where they deem it appropriate to do so.
- Ensuring a consistent approach to managing drug and alcohol incidents.

The Designated Safeguarding Lead is responsible for:

- Ensuring that pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with pupils to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the school on

drug and alcohol matters.

- Liaising with local services as necessary to provide support for pupils.
- Assisting with the monitoring and review of this policy.

Staff are responsible for:

- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia, and how to respond to a drug related incident.
- Reporting concerns regarding pupils' use of drugs and alcohol to the DSL.

All staff but particularly the site manager is responsible for:

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.
- Adhering to the Sharps Policy at all times when handling needles found on school premises.

Pupils are responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any off-site activity representing the school.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from school.
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

External agencies are responsible for supporting the school with drug and alcohol issues as required.

3. Staff training

The school recognises that early intervention can prevent drug misuse. As such, all staff will receive training in identifying the signs that a pupil may be at risk annually, at the start of each academic year.

4. The curriculum

All pupils will receive regular guidance on drugs and alcohol as part of the PSE curriculum, in line with the Secondary Relationships, Sex and Health Education (RSHE) Policy.

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

Information about drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies. Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse.

5. Specific types of drugs

Smoking and Vaping

In accordance with part 1 of the Health Act 2006 and the school's Smoke-free Policy, the school is a smoke-free environment. Parents, visitors and staff will not smoke anywhere on school grounds and must avoid smoking in front of pupils and/or encouraging pupils to smoke. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Legal Drugs and prescribed medicines

The school recognises that some pupils may require medications that have been prescribed by a doctor or other health professional. Parents have the primary responsibility for their child's health and the school will request all relevant information about pupils' medical conditions from parents.

Medicines will only be permitted to 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.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of over-the-counter painkillers, e.g. paracetamol, which may be taken in accordance with package instructions.

The school will only accept medicines which are provided in the original container as dispensed and include the prescriber's instructions for administration and dosage, these will be administered under supervision by staff.

6. Pupils found to be under the influence of drugs or alcohol

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on school premises will be escorted to a Senior Leader's office, where they will be assessed.

Allegations about a pupil being involved with drugs will be investigated by their Head of Year and the Deputy Head: Pastoral

Where there are concerns or suspicions about a pupil's alleged involvement with drugs or illicit substances, the school maintains the right to administer a test. Wherever possible, the pupil's parents will be informed by telephone before a test is conducted.

The school will always inform parents unless there is a safeguarding concern which means that telling the pupil's parent may put them at risk. Where the school determines parents should be notified, they will be contacted and asked to remove the pupil from the premises if they are sufficiently under the influence of a substance as to make themselves a danger to themselves or others. The pupil will remain under close supervision until their parent arrives. In the event the school chooses not to inform the pupil's parents, the pupil will be taken to the Pastoral Hub, where they will be given water and offered pastoral support.

If necessary, a search will also be conducted in line with the Behaviour Policy.

Any pupil refusing a breathalyser test or drug test where reasonable concerns of their soberness have been raised will be considered as under the influence of prohibited substances and will be treated in the same manner as a pupil who has a registered a positive result, in line with '[Managing incidents](#)' of this policy.

Parents will be informed where a breathalyser or drug test has been conducted on their child. This will be done in advance of the test where possible; however, the school recognises that it is the pupil's consent that is required to conduct a breathalyser or drug test, provided they demonstrate sufficient understanding.

Parents will not be notified in advance, or informed retroactively, of a pupil's drug or alcohol use, and the use of a breathalyser/drug test, where the school has reason to believe this may put them at risk of harm.

7. Medical emergencies

In drug- or alcohol-related medical emergencies, trained first aiders will be summoned and care will be provided in line with the First Aid Policy. A staff member will remain with the casualty until the trained first aider arrives. Other pupils will be removed from the immediate area as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made as to whether an ambulance will be called. The pupil's parent will be telephoned and told about the incident.

An [Unauthorised Drug Use Reporting Form](#) will be completed.

If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.

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. The [Medical Emergency Procedure](#) will be followed at all times.

8. Threatening behaviour

Aggressive and threatening behaviour by pupils under the influence of drugs or alcohol will be taken and will adhere to it's Behaviour Policy.

9. Searching

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, 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. Staff members may use common law to search pupils for any item with their consent.

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. Any staff member, except for security staff, may refuse to conduct a search.

All searches will be conducted in line with the School's Search Policy, and the Physical Policy number HBS033

Intervention Policy where physical contact with a pupil is required.

10. Controlled substances

Following the identification and confiscation of a controlled substance, the staff member will store the sample in a secure location.

There is no statutory obligation to report all incidents to the Local police other than those relating to Class A drugs including Methamphetamine will be reported immediately to the police, who will collect the sample and then deal with it in line with agreed protocols.

The school will consider, on a case-by-case basis, whether it is appropriate under the pupil's specific circumstances to divulge the name of the pupil from whom the drugs were taken, and names will not be given to the police where the school cannot be certain beyond reasonable doubt that the pupil in question was the one in possession of the drugs. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents of the pupil will be notified and may be required to collect them or pay for their safe return home.

11. Safeguarding

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.

All staff are aware that behaviours linked to issues such as drug and alcohol misuse put pupils in danger. Staff will be particularly alert to the potential need for early help for a pupil who is misusing drugs or alcohol.

Pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate. Support will be arranged and offered to pupils in line with the school's Child Protection and Safeguarding Policy

12. Child criminal exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being forced to work in cannabis factories and being coerced into moving drugs across the country (known as county lines).

Staff will be made aware of the following potential indicators of CCE:

- Pupils who appear with unexplained gifts or new possessions
- Pupils who associate with other young people involved in exploitation
- Pupils who suffer from changes in emotional wellbeing
- Pupils who misuse drugs and alcohol

- Pupils who regularly miss school

Staff members will be aware that illegal drug use or possession by pupils may indicate that they are victims of exploitation, even if it appears that illegal activity regarding drugs is something to which they have consented. The DSL will use their professional judgement to ensure they can reasonably rule out CCE as an explanation for a pupil's drug-related behaviour before pursuing other support and disciplinary procedures, rather than making assumptions about the pupil's intentions.

Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

13. Managing incidents

Instances of pupils being involved in drug and/or alcohol incidents will be managed in line with the relevant school policies, including the Behaviour Policy, Child Protection and Safeguarding Policy.

Following an incident, the headteacher will work with key members of staff, including the DSL, to decide on the most appropriate course of action to take. This action may include discipline being enforced in line with the Behaviour Policy or informing the police in severe circumstances.

The headteacher will also be responsible for deciding if it would be appropriate to exclude the pupil, following the provisions outlined in the school's Suspensions and Permanent Exclusion Policy; however, every effort will be taken to support pupils to adopt more healthy behaviours and choices before resorting to exclusion. Suspensions will be avoided wherever possible for pupils whose parents or carers are known to the school to misuse alcohol and drugs.

Support will be arranged for pupils involved in any alcohol- or drug-related incidents, in line with relevant school policies.

14. Monitoring and review

This policy will be reviewed annually by the headteacher in liaison with the DSL.

Any changes to this policy will be communicated to staff and all relevant stakeholders. The next scheduled review date is March 2025.

Unauthorised drug use reporting form

Guidance on completing this form:

- Do not identify the pupil involved.
- Copy the form once completed.
- Send a copy of the form to the headteacher within 24 hours of the incident taking place.
- Record the pupil's name and form on the original and store it on CPOMS

What type of incident are you reporting? (Tick as appropriate)

Pupil in possession of unauthorised drugs	<input type="checkbox"/>	Drug paraphernalia found on school premises	<input type="checkbox"/>
Pupil supplying unauthorised drugs on school premises	<input type="checkbox"/>	Disclosure of parental drug misuse	<input type="checkbox"/>
Pupil disclosure of drug use	<input type="checkbox"/>	Parent expressing concern over potential drug misuse	<input type="checkbox"/>
Emergency intoxication	<input type="checkbox"/>	Incident occurring outside school premises	<input type="checkbox"/>

General details		Pupil information	
Date of incident:		Form:	
Time of incident:			
Has the pupil been involved in previous incidents?		Age:	
Incident details			
Suspected Drug involved (if known):			
Staff involved:			
Use this space to describe the incident:			
Has any further action been taken (e.g. contacting the police, pupils and staff informed, other agencies involved)?			
First aid details			
Was first aid given?			
If yes, who gave the first aid?			
Was an ambulance or doctor called?			

Who called them?	
What time were they called?	
Drug details	
Were any suspected drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
Parental details	
Were parents informed?	
Reason for deciding not to inform parents, where applicable:	
Name of parent informed, where applicable:	
Who informed them of the incident?	
At what time were they informed?	
Administrative details	
Form completed by:	
Job role:	
Signature:	
Follow-up action taken	