



# KINGSDOWN SCHOOL

## DRUGS AND ALCOHOL POLICY

### 2023

**Approved by by:** Impact Committee **Date:**

**Last reviewed on:** November 2023

**Next review due  
by:** November 2026

## Contents

<b>Introduction</b>	<b>2</b>
<b>Aims of this policy</b>	<b>2</b>
<b>Policy context</b>	<b>2</b>
<b>Definition of drugs and alcohol</b>	<b>3</b>
<b>The school's stance towards drugs, health and the needs of students</b>	<b>3</b>
<b>Drugs and alcohol, alcohol and illicit items on school premises</b>	<b>3</b>
<b>Drugs and alcohol Education</b>	<b>4</b>
<b>Organisation</b>	<b>5</b>
<b>Students with special educational needs (SEN)</b>	<b>5</b>
<b>Resources</b>	<b>5</b>
<b>Monitoring and evaluation</b>	<b>5</b>
<b>Specific issues</b>	<b>5</b>
<b>Confidentiality</b>	<b>6</b>
<b>Dealing with questions</b>	<b>6</b>
<b>Management of drug-related incidents related incidents</b>	<b>6</b>
<b>Drug Misuse outside the school premises</b>	<b>8</b>
<b>Right to Search</b>	<b>8</b>
<b>Responses to drug related incidents</b>	<b>8</b>
<b>Early Intervention</b>	<b>9</b>
<b>Role of the Governors Role of the Governors</b>	<b>10</b>
<b>Dissemination</b>	<b>10</b>
<b>Useful Organisations</b>	<b>10</b>
<b>Policy Information and Review</b>	<b>11</b>
<b>Policy Review Dates</b>	<b>11</b>
<b>Ratification by Governing Body</b>	<b>11</b>

## Introduction

### Aims of this policy

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs and alcohol for all staff, students, governors, parents/carers, external agencies and the wider community
- To give guidance on developing, implementing and monitoring the drug education programme
- To clarify the procedures for responding to and managing any drug-related incidents that may occur so that they are managed with confidence and consistency and in the best interests of those involved
- To ensure that the response to incidents involving drugs and the drug education programme complement the values and ethos of the school
- To provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drug
- To reinforce the role of the school in contributing to local and national strategies.

### Policy context

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse. The Kingsdown drugs and alcohol Policy has been developed with reference to:

- Department for Education advice and guidance: DfE and ACPO drug advice for schools (DfE-00001-2012) which is non-statutory and was produced to help answer some of the most common questions raised by school staff in this area.
- Guidance- Personal, social, health and economic education (PSHE) September 2020

Other related policies and documents include

- Child Protection/Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Exclusion Policy

### Where and to whom the policy applies

This policy applies to all school staff, students, parents/carers, governors and other partner agencies working with the school. The policy applies to the school premises, the school day, while travelling to and from school, journeys in school time, work experience, day and residential trips and when the school is deemed to be in loco parentis.



## Definition of drugs and alcohol

The definition of a drug given by the United Nations office on drugs and alcohol and Crime is: 'A substance people take to change the way they feel, think or behave'. Here, 'drugs' and 'drug education' are used to refer to:

- All illegal drugs (those controlled by the Misuse of drugs and alcohol Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled such as Nitrous Oxide NOS), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs ('legal highs')
- All over-the-counter and prescription medicine
- Drugs and alcohol paraphernalia- items such as canisters, cannabis grinders, rolling papers, filters, matches, lighters, vapes, vape refills and pipes

## The school's stance towards drugs, health and the needs of students

The possession, use or supply of illegal and other unauthorised drugs and alcohol in Kingsdown School is not acceptable. The school is committed to safeguarding the health, safety and wellbeing of all members of the school community. In providing drug education and responding to incidents involving drugs, our first concern is the pastoral care and health and safety of students.

## Drugs, alcohol and illicit items on school premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

### Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

### Alcohol

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.

### Smoking/Vaping

School premises are a NO smoking, NO vaping site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on or within 200m of the school premises will receive a sanction as

detailed in our Behaviour Policy. This also applies to "vaping" and the use of electronic cigarettes.

### **Illegal drugs and alcohol, Legal Highs and "Psychoactive Substances"**

New illegal drugs, new psychoactive substances, new legal highs such as NOs or drugs and alcohol Paraphernalia are not allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

### **Solvents**

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.

### **Drugs and Alcohol Education**

Drug education is a major component of drug prevention. The following aims of drug education at Kingsdown will be consistent with the values and ethos of the school and laws of society as well as being appropriate to the age, ability and maturity of the students, and relevant to their particular circumstances:

To increase students' knowledge and understanding and clarify misconceptions about:

- The short and long-term effects and risks of drugs
- The rules and laws relating to drugs
- The impact of drugs on individuals, families and communities
- Local and national use
- The complex moral, social, emotional and political issues surrounding drugs

To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including:

- Promoting positive attitudes to healthy lifestyles
- Assessing, avoiding and managing risk
- Communicating effectively
- Resisting pressures
- Finding information, help and advice
- Devising problem-solving and coping strategies
- Developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and conscientious care of themselves
- To enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences
- To ensure that students have access to and knowledge of up to date information as sources of help. This includes local and national helplines



(including U-TURN- alcohol drug and substance misuse support for young people, FRANK for drugs, NHS Smoking Services for tobacco and Drink line for alcohol), youth and community services and drug services. These sources are used in addition to the school's own drug and alcohol education.

## **Organisation**

Responsibility for the coordination of drugs and alcohol Education is the responsibility of the Designated Safeguarding Lead and the strategic lead Personal Development.

### **Delivery**

This is through tutor time, assemblies and the personal development curriculum

### **Staffing**

Teachers, as tutors, deliver parts of the drug education programme during tutor time. All students have a 55 minute Personal Development lesson fortnightly. The Personal development curriculum delivers age specific drugs education, lessons are expertly planned centrally. From time to time external speakers may come into school to deliver key messages to students and staff as part of their CPD.

### **Visitors**

Occasionally, appropriate and suitably experienced and/or knowledgeable visitors from outside school may be invited to contribute to the delivery of drug education e.g. U-Turn, PCSOs, Youth Services Team, Amethyst Resource Centre for Alcohol & drugs and alcohol Education - ARCADE .

## **Students with special educational needs (SEN)**

Relevant staff will ensure that drug education is accessible to students with special educational needs by considering resources and materials used, timings, teaching strategies etc. Students in the ASC centre will have adapted lessons that are delivered by one of the ASC ESC's (Education Support Champions)

## **Resources**

A wide variety of materials is available to teachers and for inspection by parents on request.

## **Monitoring and evaluation**

This is conducted through some lesson observation and through the annual Safeguarding Review. Written evaluations by students and also a variety of informal activities involving feedback and evaluative discussion are built into the programme. These are all used to inform future planning.

## Specific issues

The following issues may occur within drugs and alcohol Education:

### a) **Visitors**

Code of Practice for using visitors to support the delivery of drugs and alcohol Education:

- Visitors are invited into school because of their particular expertise or contribution they are able to make; invitations to visitors should be cleared with the Head teacher or designated teacher.
- All visitors must be appropriately qualified and trained to deliver work with children and young people in a school setting.
- All visitors must have a clear understanding of the aims and objectives of the session and have seen and understood the school's drug education policy.
- All input to PD lessons is part of a planned programme and negotiated and agreed with staff in advance.
- All visitors must be aware of the school's protocols for dealing with any disclosures or distress shown by students during the session.
- Teachers must ensure that they reflect on the learning from particular sessions with students and visitors, assessing the learning, and building skills to support and enable students to make healthy choices and to avoid risk-taking behaviour
- Teachers must follow-up any unresolved issues or concerns and extend the learning begun by the visitor.
- All visitors are supervised and supported by a member of staff at all times unless alternative arrangements have been agreed with the Assistant Head teacher with responsibility for the programme.
- The input of visitors is monitored and evaluated by staff and students. This evaluation informs future planning.
- When a visitor is acting in their professional capacity in a consultation with an individual student, they will follow their own professional code of conduct.

## Confidentiality

- Staff always ensure that students know that teachers cannot offer unconditional confidentiality.
- All students are offered sensitive and appropriate support as needed.
- Students are encouraged to talk to their parents and carers and supported to do so.
- Information about sources of help is made available e.g., helplines.
- If there is any possibility that a child may be at risk or putting others at risk, this should be reported to the Designated safeguarding lead via CPOMs.



## Dealing with questions

- Ground rules established with the class set clear parameters of what is appropriate and inappropriate in a whole class setting.
- Students' questions are answered according to the age and maturity of the student concerned. Questions may be addressed individually later if more appropriate.
- Staff are given appropriate support, advice and training for dealing with questions.

## Management of drug-related incidents related incidents

Drug-related incidents include any or all of the following:

- Drugs and alcohol or drugs paraphernalia found on school premises;
- Possession of illegal or unauthorised drugs by an individual on school premises;
- Students supplying unauthorised or illegal drugs;
- Students under the influence of drugs, or exhibiting signs of intoxication or illness
- Disclosure of drug use
- Information which suggest student(s) are involved in substance misuse
- Illegitimate sale/supply of drugs on site or in the school vicinity
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties)
- Glamorising or encouraging the use of drugs and other substances.

If there are any suspicions, observations, disclosures or discoveries of situations involving illegal and other unauthorised drugs (possession, supply or consumption):

- i. Utmost priority will be placed on safety, meeting any medical emergencies with first aid and summoning appropriate help before addressing further issues. If in doubt, medical assistance will be sought immediately.
- ii. The Head teacher or the DSL/DDSL will be informed of the situation immediately.
- iii. Dialogue with the student(s) will be undertaken by the Head teacher DSL/DDSL as soon as possible in order to determine the facts.
- iv. The emphasis will be on listening to what people have to say and asking open rather than closed or leading questions.
- v. Consideration will be given to separating any students involved in the incident and ensuring that a second adult witness is present.
- vi. The Head teacher or the DSL/DDSL will inform, consult and involve others as necessary.
- vii. Careful attention will be given to respecting the confidentiality of those involved.
- viii. Where they have reasonable grounds for suspecting that a student(s) may have an illegal or unauthorised drug, they will be escorted to a senior member of staff who will make every effort to encourage the individual to hand the item(s) over voluntarily, in the presence of a second member of staff.



- ix. Where possible the gender of the member of staff carrying out a search will correspond to the gender of the student.
- x. Where the individual refuses, the Head teacher, or member of staff authorised by them, may exercise their statutory power to search the student(s) or their possessions, without consent - [Search Screening and Confiscation Advice for School - July 2022](#)
- xi. Staff may search school property, for example, students' lockers, if they believe drugs to be stored there. Prior consent will always be sought. Individuals will be made aware that if consent is refused the school may wish to proceed with a search.
- xii. After any search involving students, parents/carers will be contacted by the school, regardless of whether the result of the search was positive or negative.
- xiii. Any substance suspected of being a drug will be confiscated. In taking temporary possession of a suspected substance, a second adult witness will be present, the sample will be sealed in a plastic bag with details of the date, time and witness present and then locked in the security cupboard.

If the substance is suspected to be an illegal drug, the police will be notified immediately, in order that they may collect it for identification and then store or dispose of it in line with locally agreed protocols. In the majority of cases, parents will be notified immediately unless this is not in the best interests of the student.

- i. A detailed record of the incident will be made by the DSL/DDSL. A copy of the record will be kept by the DSL/DDSL. There will be no other copies of the incidents.
- ii. The school will maintain vigilance about drug-related incidents in the local community through contact with police and other relevant agencies.

## **Drug Misuse outside the school premises**

The school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or
- travelling to or from school or in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school

## Right to Search

In line with recent legislation the staff at Kingsdown reserve the right to search students if they have reason to believe that they are carrying offensive weapons, illegal substances or anything that is illegal, illicit or dangerous. Similarly, students can expect to be physically restrained if they present a danger to themselves or other members of the community.

Searches will be carried out by members of the Senior Leadership Team or the safeguarding team. Parents and Carers will always be informed when this has happened. If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection by Parents and Carers at the end of the day (this does not include smoking or vaping paraphernalia. This will be disposed of by the site team). If these items are dangerous or illegal they will be handed to the Police for safe disposal.

## Responses to drug related incidents

The school will consider each incident individually and will employ a range of responses to deal with each incident.

Any response will balance the needs of the individual with those of the wider community and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals.

- i. While there is no legal obligation to inform the police, if an offence against the Misuse of drugs and alcohol Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the DSL/DDSL, Head teacher, or member of staff authorised by them, will make the call.
- ii. If necessary, an urgent meeting will take place on the same day as the incident, or as soon as possible (between the Head teacher and appropriate member of SLT) in order to decide whether others outside the school should be informed. These may include parents/carers, the appropriate personnel from LSCB and police.
- iii. Responses to / sanctions against students who commit drug offences will be decided following dialogue between the Head teacher, appropriate member(s) of staff, drugs and alcohol Liaison Officer and other appropriate colleagues.
- iv. Possible responses include:
  - Targeted intervention
  - Referral
  - Counselling
  - Behaviour support plans
  - Inter-agency programmes
  - Fixed-term suspensions
  - Pastoral support programmes



- A managed move
  - Permanent exclusion
- v. Responses and sanctions will take into account:
- The seriousness of the incident
  - The short and long term welfare of the student(s) concerned
  - The short and long term welfare of other students
  - Guidance in DfE and ACPO drug advice for schools (DfE-00001-2012) consistency with published school rules, codes and expectations
  - Consistency with disciplinary action for other drug related incidents
  - Consistency with disciplinary action for other misdemeanours.
- vi. The Head teacher will take responsibility for liaison with the media if required.

### Early Intervention

The school has a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

The school will also be alert to behaviour which might indicate that the child is experiencing difficult home circumstances. Where problems are observed or suspected or if a child chooses to disclose that there are difficulties at home, safeguarding procedures will be followed. This may include involving sources of support for the child such as Children's Social Care, services commissioned by:

- The Drug and Alcohol Teams programmes and, where appropriate, for the family.

Kingsdown is a non-smoking/non-vaping school for all staff, students and visitors.

### Role of the Governors

As part of their general responsibilities for the strategic direction of the school, governors have a key role to play in reviewing and monitoring this policy.

### Dissemination

All staff, parents/carers and students will be reminded of this policy and its procedures on a regular basis. Details are in the Staff Handbook.

### Useful Organisations

**U-TURN** U-turn is a specialist service that provides support, help and guidance to young people and their families, who have alcohol and/or drug-related problems. The service encompasses all illicit substances, solvents and prescribed medication but excludes the use of tobacco - [U-Turn local offer](#)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0300 123 6600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com); Website:

[www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives.

Tel: 020 963 2751. Email [admin@mentoruk.org](mailto:admin@mentoruk.org)

Website: <https://mentoruk.org.uk/>

**National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives.

Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Family Lives** - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0808 800 2222 Website: [www.familylives.org.uk](http://www.familylives.org.uk)

**Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)**

A national charity providing information for teachers, other professionals, parents and young people. Text: 07496 959930 Information line: 01785 810762. Email: [info@re-solv.org](mailto:info@re-solv.org)

Website: [www.re-solv.org](http://www.re-solv.org)

**Smokefree** - NHS Smoking Helpline: 0300 123 1044;

Website: <https://www.nhs.uk/smokefree>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: [www.childrenssociety.org.uk](http://www.childrenssociety.org.uk)

**Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18.

Website: <https://www.gov.uk/youth-offending-team>



## Policy Information and Review

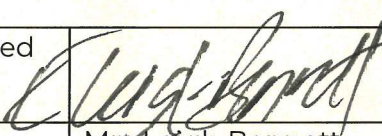
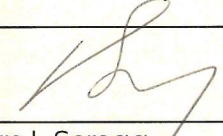
Academic year	Designated Lead Person (S)	Nominated Governor	Chair of Governors
2020-21	Ms S M Magenty		Mrs L Scragg
2023 -24	Mrs K Agambar		Mrs L Scragg

## Policy Review Dates

Review Date	Changes Made	By Whom
September 2018	Policy created	Ms S M Magenty
September 2019	No Change	Ms S Magenty
September 2020	Definition change	Ms S Magenty
September 2021	Definition change	Ms S Magenty
September 2023	Updates added	Mrs K Agambar

## Ratification by Governing Body

Academic Year	Date of Ratification	Chair of Governors
2021-2022	13th December 2021	Lynne Scragg
2023-24	12th December 2023	Lynne Scragg

Policy signed by		Policy signed by	
	Mrs Leigh Bennett Role: Head teacher		Mrs L Scragg Role: Chair of Governors
Date:	12th December 2023	Date:	12th December 2023

