



# Drug and Alcohol Policy

This policy was approved by Cox Green School  
on 12<sup>th</sup> July 2016

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



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## 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.

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Signed by

Headteacher \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_



## 2. Key roles and responsibilities

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

## 3. Definitions

- 3.1. Cox Green School defines a “drug” as a substance which, when ingested 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

## 4. Training of staff

- 4.1. 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.
- 4.2. Teachers and support staff will receive formal drug training as part of their new starter induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

## 5. Drug Education

- 5.1. All pupils will receive regular guidance on drugs and alcohol as part of the citizenship curriculum.
- 5.2. Drugs and alcohol will feature regularly as part of the pastoral education in form classes and assemblies.
- 5.3. Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.
- 5.4. Where appropriate, visitors and outside speakers may join us to lead classes on drug and alcohol misuse.

## 6. Smoking

- 6.1. 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.
- 6.2. 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.



- 6.3. 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, e-cigarettes, lighters, matches or pipes. Rolling papers and filters.
- 6.4. In the interest of health and hygiene and acting as role models, we request that people refrain from smoking outside the school gates.

## 7. Legal drugs and prescribed medicines

- 7.1. We understand that some pupils may require medications that have been prescribed by a doctor.
- 7.2. Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- 7.3. 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.
- 7.4. Cox Green School will only accept medicines which have been prescribed or recommended by a doctor, dentist, nurse or pharmacist prescriber.
- 7.5. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- 7.6. Further guidance can be found in the school's Medical Conditions policy.

## 8. Solvents

- 8.1. Pupils are not permitted to bring solvent based products onto the premises including but not limited to, aerosol deodorant, compressed air, and aerosol hairspray.
- 8.2. 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.
- 8.3. More information can be found in our COSHH (Control of Substances Hazardous to Health) policy.

## 9. Pupils, staff and visitors found to be under the influence of drugs or alcohol

- 9.1. Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.
- 9.2. Visitors to the school found to be under the influence of drugs or alcohol on school premises will be escorted from the premises. The headteacher 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 or alcohol whilst on school



premises will be removed from class and escorted to the Headteacher's office where they will be assessed.

9.4. The pupil's parent/carer will be asked to remove the pupil from the premises.

9.5. The pupil will remain in the Headteacher's office until their parent/carer arrives.

9.6. If necessary a search will be conducted.

## 10. Medical emergencies

10.1. In drug related medical emergencies, one of the trained first aiders will be summoned.

10.2. A teacher 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 to ascertain whether an ambulance should be called.

10.5. The pupil's parents/carers will be telephoned and advised of the incident.

10.6. If the child is felt to be at risk, the Safeguarding Policy will come into effect and social services may need to be contacted.

10.7. 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.

## 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, Cox Green School will not hesitate to contact the police if necessary.

11.3. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

11.4. In the case of pupils, parents and carers will be contacted.

## 12. Searching

(Also see the schools Behaviour for Learning Policy)

12.1. 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.

12.2. The Headteacher or staff to whom the Headteacher has delegated responsibility to, may ask any student to turn out their pockets.



- 12.3. The Headteacher or staff to whom the Headteacher has delegated responsibility to, may search any student's backpack or locker.
- 12.4. 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.
- 12.5. 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.
- 12.6. Staff members may require a pupil to remove outer clothing including hats, scarves, boots, shoes and coats.
- 12.7. 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.
- 12.8. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- 12.9. Any staff member, except for security staff, may refuse to conduct a search.

### 13. Confiscation

- 13.1. 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.

### 14. Controlled Substances

- 14.1. Cox Green School has a zero tolerance policy on illegal drugs.
- 14.2. 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.
- 14.3. The staff member will store the sample in the finance office safe or the school's strong room.
- 14.4. The incident will be reported immediately to the police who will collect it and then deal with it in line with agreed protocols.



- 14.5. Cox Green School will not hesitate to give the name of the pupil from whom the drugs were taken.
- 14.6. A full incident report will be completed and passed to the Headteacher.
- 14.7. Any further measures will be undertaken in line with the schools' safeguarding policy.
- 14.8. 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.

## 15. Legal Highs

### 15.1 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.

### 15.2 New Legislation

In addition to the health risks associated with NPS use, the introduction of the Psychoactive Substances Act on Thursday, 26th May, means that anyone supplying, offering to supply or importing any psychoactive substance may be at risk of prosecution and could face a jail sentence of up to seven years and a fine of up to £10,000. Under the Act, supplying includes sharing products with friends whether or not any money changes hands and importing includes any on-line purchase where the supplier is based outside of the UK.

### 15.3 Further Information & Advice

Additional general information is available at [www.talktofrank.com](http://www.talktofrank.com) (tel: 0300 123 6600).

## 16. Discipline

- 16.1. 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.
- 16.2. 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.
- 16.3. 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.





- 16.4. 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

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

### **Appendix 1 REPORT OF INCIDENT INVOLVING REASONABLE FORCE Cox Green School**

*The report MUST be completed as soon as practicable after the incident*

**Name of Student :**

**Tutor Group :**

**Date of incident:**

**Time:**

**Place incident occurred:**

**Name of staff member reporting :**

**Names of staff involved:**

Record of Incident:

**Student(s) witnessing incident :**

**Staff witnessing incident :**

Please give details about why the use of reasonable force was thought necessary.

\*Circle as appropriate



Was the child concerned liable to injury?  
To what degree? YES/**NO**\*

Were other students liable to injury?  
To what degree? YES/**NO**\*

Were staff liable to injury?  
To what degree? **YES/NO**\*

Was property about to be damaged? YES/**NO**\*

Was 'good order' prejudiced? YES/**NO**\*

**Other reason(s):**

**Record of any injuries to students/staff-**

**Record of any damage to property-**

**Give details of the measures taken to calm the student after the incident:**

This report is to be passed to the Headteacher.