

## Drugs, Alcohol & Tobacco Policy (students)

**It is the responsibility of all Cathedral Schools Trust employees and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.**

Throughout this document reference to the "Trust" means Cathedral Schools Trust (CST) and each academy/free school, "Trust Board" means the board of trustees of CST and "parents" means parents and/or carers.

### Changes

Version	Date	Amended by	Recipients	Purpose
1	7 July 2017	CST Trustees	Members of CST, every Trustee, each Local Governor, all Cathedral Schools Trust employees and volunteers and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Updated legislation
2	11 September 2018	CST Education Committee		Annual Review
3	12 December 2019	CST Trustees		Annual Review - no amendments
4	11 November 2020	CST Education Committee		Annual Review - Section 5 updated for clarity
5	22 September 2021	CST Education Committee		Annual Review - minor amendments about use of substances off school premises proposed by Committee - re-reviewed following updates by VVV

### Alterations

This Scheme may be altered, added to or repealed by a majority resolution of the Trustees of CST in a general meeting.

### Approvals (Annual)

Version	Date	Approved by
1	November 2016	CST Trustees

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2	7 July 2017	CST Trustees
3	19 September 2018	CST Trustees
4	12 December 2019	CST Trustees
5	10 December 2020	CST Trustees
6	09 December 2021	CST Trustees

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## 1. Introduction

In developing this policy the Academy and Cathedral Schools Trust (CST) have considered the legal responsibility, the needs of pupils, teachers, governors, parents and the wider community. This policy should be made available to all parents of pupils on the induction of their child and via the (CST) website. Drugs play a part in the lives of every one of us.

Any involvement with illegal substances, inside or outside an academy/free school, is a criminal offence. Equally, tobacco and alcohol are illegal for people under the age of 16 and 18 respectively.

All CST academies/free schools are non-smoking sites. Any harmful or mind-altering substance is likely to be injurious to physical or mental health and thus expressly prohibited at any academy/free school. CST regards the possession of, the use of, or the dealing in or otherwise supplying (including sharing, whether or not money changes hands) of any harmful substance to be an extremely serious offence against the code of discipline of CST, one that could lead to the most serious sanctions, including permanent exclusion. No illegal, prohibited or otherwise harmful substance of any nature should ever be brought into an academy/free school, or be in the possession of any pupil in the immediate vicinity and at all times and in any place when any pupil is in uniform.

## 2. Aims & Objectives / Rationale

The aim of this policy is to help reduce the harm from drugs and play a role in drug prevention and help those who misuse drugs. This policy aims to give a clear view on the use of drugs in each academy/free school and the importance of drug education.

The policy emphasises the academy/free school's pastoral role and proactive approach to drug education and a clear view on handling the problem of drug use in the academy/free school.

This policy forms part of the Academy's whole school approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

This policy promotes the rule of law; a culture of safety, equality and protection; safety, welfare and good physical and mental health.

## 3. Process/Procedure

3.1 This policy applies to the whole Academy including the Early Years Foundation Stage (EYFS) and post-16 or Sixth Form.

3.2 This policy applies to all pupils at the Academy and at all times when a pupil is:

- 3.2.1 in or at the Academy (to include any period of remote education);
- 3.2.2 representing the Academy or wearing school uniform;
- 3.2.3 travelling to or from the Academy
- 3.2.4 on Academy-organised trips;
- 3.2.5 associated with the Academy at any time.

3.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- 3.3.1 affect the health, safety or well-being of a member of the Academy community or a member of the public;
- 3.3.2 have repercussions for the orderly running of the Academy; or
- 3.3.3 bring the Academy into disrepute.

- 3.4 This policy applies to the:
- 3.4.1 Possession (as defined below);
  - 3.4.2 use / consumption (as defined below);
  - 3.4.3 supply (as defined below);
- of tobacco, alcohol, drugs and substances (as defined below), whether or not the activity may constitute a criminal offence.

## **Regulatory Framework**

4.1 This policy has been prepared to meet the Academy's responsibilities under the:

- 4.1.1 Education (Independent School Standards) Regulations 2014;
- 4.1.2 • Statutory framework for the Early Years Foundation Stage (DfE, September 2021);
- 4.1.3 Education and Skills Act 2008;
- 4.1.4 • Children Act 1989;
- 4.1.5 • Childcare Act 2006;
- 4.1.6 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR);
- 4.1.7 Equality Act 2010;
- 4.1.8 Children and Social Work Act 2017;
- 4.1.9 Smoke-free (Premises and Enforcement) Regulations 2006; and
- 4.1.10 The Relationships Education, Sex and Relationships Education and Health Education (England) Regulations 2019

4.2 This policy has regard to the following guidance and advice:

- 4.2.1 Keeping children safe in education (DfE, September 2021) (KCSIE);
- 4.2.2 Behaviour and discipline in schools (DfE, January 2016);
- 4.2.3 Exclusions from maintained schools, academies and pupil referral units in England (DfE, September 2017) (Exclusion Guidance);
- 4.2.4 Mental health and behaviour in schools (DfE, November 2018);
- 4.2.5 Testing for substance misuse in schools (Medical Officers of Schools Association, June 2020);
- 4.2.6 DfE and ACPO drug advice for schools (Department for Education and Association of Chief Police Officers, September 2012);
- 4.2.7 Searching, screening and confiscation: advice for schools (DfE, January 2018);
- 4.2.8 Drug penalties guidance (Gov.uk); and
- 4.2.9 Relationships education, relationships and sex education and health education statutory guidance (DfE, June 2019).

4.3 The following Academy policies, procedures and resource materials are relevant to this policy:

- 4.3.1 • Behaviour and discipline policy;
- 4.3.2 • Safeguarding and child protection policy and procedures;
- 4.3.3 • Special educational needs and disability policy;
- 4.3.4 • Peer on peer abuse guidance;
- 4.3.5 • Sixth Form Code of Conduct
- 4.3.6 • School rules ; / Statement of behaviour principles
- 4.3.7 • PHSE curriculum
- 4.3.8 • Curriculum guidance
- 4.3.9 • Use of reasonable force and physical restraint policy
- 4.3.10 • Staff code of conduct;
- 4.3.11 • Administration of medicines and supporting pupils with medical conditions policy;
- 4.3.12 • Risk assessments for pupil welfare.

## **Responsibility statement and allocation of tasks**

5.1 The Cathedral Schools Trust, as the Proprietor of the Academy, has overall responsibility for all matters which are the subject of this policy.

5.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under S.149 of the Equality Act 2010 to meet the Public Sector

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Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:

5.2.1 eliminate discrimination, harassment, victimisation and other conduct that is prohibited by the Act;

5.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

5.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

5.3 Within each academy/free school the senior leader (Student Support) has overall responsibility for this policy and its implementation.

## **DEFINITIONS**

### **DRUGS**

Drugs are substances that alter the mind or the body. This policy is concerned with: legal drugs such as alcohol, tobacco, solvents and substances which can be obtained from a chemist shop; performance enhancing drugs; anabolic steroids; glue and other substances held or supplied in each case for purposes of inhalation and / or misuse; "legal highs" that are potentially injurious to physical or mental health; over the counter and prescribed drugs such as tranquillisers and painkillers; and illegal drugs such as ecstasy, cannabis, cocaine, crack and heroin. It also includes substances intended to resemble drugs and / or the paraphernalia of drugs, such as (without limitation) any equipment, product or accessory intended or modified for making, using or concealing drugs.

The definition is necessarily broad and the spirit of the policy is to protect young people from the potentially harmful physical and mental effects of any substance that could be abused. The variety of substances, legal or illegal, is constantly changing, therefore it is the spirit of the policy rather than the specific detail of the drugs and substances outlined above that must be considered in individual circumstances.

## **4. DRUG EDUCATION AND DRUG PREVENTION**

The education of pupils about alcohol, tobacco, drugs and substances and their dangers forms part of the Academy's programme of relationships education and health education / relationships and sex education (RSE) and health education / personal, social and health education (PSHE) and within the framework of the overall pastoral care policy.

Children and young people of school age are part of society, and as such CST recognises and acknowledges its responsibility to provide age related drugs education to help to:

Provide students with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed healthy choices and decisions

Prevent or reduce the harmful consequences of drug misuse to users, their family and friends

Work very closely with families and external and relevant support agencies to ensure a balanced drug education programme for all students and, where appropriate, to do what is reasonable in all of the circumstances in assisting/ providing relevant intervention whilst ensuring the Academy's duty to safeguard the pupil is met. See section below regarding safeguarding.

## **5. STATEMENT ON THE PROHIBITION OF THE USE OF DRUGS AND SANCTIONS**

The possession, supply, consumption, production, use and being under the influence of drugs (including tobacco and cigarettes, alcohol and all other substances outlined in the broad definition above) is prohibited by the academy/free school rules. All the drugs

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covered by this policy are not permitted to be brought to, used, sold, shared, passed on, advertised or obtained in any other way. This includes any circumstances set out in section 3 of this policy. Breaking these rules should result in prompt and firm action being taken as appropriate, including the possibility of permanent exclusion. Exclusion will not necessarily be the automatic response to a drug incident, but may be considered in serious cases, taking into account the needs of the individual pupil concerned (see Appendix C).

The rules regarding the use of drugs apply also to school journeys / educational visits and school activities including fixtures.

If the academy/free school becomes aware of evidence of a pupil being involved directly or indirectly in the use of drugs (or other substances outlined in the definition above), including the advertising, possession, supply, consumption or production of drugs, either within or outside of school, an appropriate member of the pastoral team should contact parents and advise on appropriate action. This should include sending them a copy of this drugs policy, clearly outlining the serious sanctions that are likely to result should any drug or substance outlined in the definition above, be associated with the pupil. It should be recognised that responsibility for taking appropriate action to protect the pupil outside of school is the responsibility of the parents, although the academy/free school should offer advice and support as necessary and encourage a joint approach.

The rules that apply to teachers and other staff for illegal drugs, and the abuse of legal drugs, are described in the staff handbook.

## **6. CONFIDENTIALITY/DISCLOSURE**

Pupils need to feel able to talk in confidence to a member of staff about a drug-related problem. The welfare of young people should always be central to our policy and practice. Pupils will be told that teachers or pastoral staff are not able to promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about a pupil in relation to drugs should follow the same procedure as for other sensitive information. A member of the leadership team with responsibility for pupil support should normally be informed and help sought, with the pupil involved.

- **SAFEGUARDING**

The Academy is alert to the potential need for early help for a child who misuses drugs or alcohol. A member of staff who has any concern about a pupil's welfare, or considers that a pupil may benefit from early help, should report this to the Designated Safeguarding Lead in accordance with the Academy's Safeguarding and child protection policy and procedures.

## **7. PARENTAL INVOLVEMENT**

Parents should be informed of the drug education curriculum and have the opportunity to raise concerns. Parents should be made aware of this policy. Parents should be contacted if their child is caught breaking the rules on drugs. Guidance should be available for parents as to how to access support concerning drugs and other health-related issues.

## **8. POLICE INVOLVEMENT**

The Academy must notify the police and / or relevant agencies of actual or alleged criminal activity.

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If the Academy suspects that a criminal offence has taken place in relation to the possession, use or supply of alcohol, drugs or substances, then consideration will be given to reporting this to the police and the relevant local authority. Any action taken by the police will be determined by them and this may include conducting their own investigation or passing it back to the Academy to investigate.

1. The police should be informed in order to provide information that will stop the potential spread of drug-related incidents.
2. The academy/free school should involve the police in order to encourage prevention of drug-related incidents in the academy/free school and wider community, not criminalisation of its pupils.
3. It is the academy/free school's duty to pass on any suspected dealing of drugs or potentially harmful substances to the police.

## **9. RESPONDING TO DRUG-RELATED INCIDENTS (see Appendix B and the "Counselling Action" section below)**

Situations involving drugs may take the form of emergencies, intoxication, discovery/observation, disclosure, allegations and rumour. This policy considers responses to these situations. In all cases the head teacher/principal, the Designated Safeguarding Lead and the member of the leadership team with responsibility for pupil support should be informed as soon as possible.

Responses may include both a disciplinary and counselling approach. Where a disciplinary approach is taken the Academy's behaviour and discipline policy will be followed.

## **SEARCH AND CONFISCATION**

The Academy's policy on searching and confiscation has regard to the DfE guidance Searching, screening and confiscation: advice for schools (DfE, January 2018).

Academy staff can search a pupil for tobacco, alcohol, drugs or substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving their consent.

A pupil may be searched without their consent for tobacco, alcohol, drugs or substances in accordance with the Academy's policy on searching and confiscation (see the procedures set out in Academy's Behaviour and discipline policy).

Under the Academy's general power to discipline, a member of staff may confiscate, retain or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so.

Confiscation of an item may take place following a lawful search, as set out above, or however the item is found if the member of staff considers it to be harmful or detrimental to Academy discipline (see the procedures set out in Academy's Behaviour and discipline policy).

## **10. DISCIPLINARY ACTION (see Appendix)**

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Where a pupil breaches any of the prohibitions set out in this policy and/or the behaviour policy, the Proprietor has authorised the Principal / Headteacher to apply any sanction which is appropriate and proportionate to the breach in accordance with the Academy's Behaviour and discipline policy. In addition consideration will be given to appropriate support for the pupil.

Any breaking of the rules and prohibitions regarding drugs carries a range of possible disciplinary actions including permanent exclusion.

However, each case will be given careful consideration in light of its individual circumstances and the Principal / Headteacher will make a decision as to whether or not the Academy's disciplinary procedure is to be followed or, as an alternative, to request that the pupil submits to a supportive regime which may include: counselling, re-education and further testing at frequencies determined by the Principal / Headteacher.

The full range of disciplinary actions is set out in Section C of the Appendix and parents and pupils should familiarize themselves with it.

## **11. COUNSELLING ACTION**

Pupil welfare is paramount and in all incidents involving drugs, referral for counseling or support within the academy/free school should be actively considered. CST has strong links with local drug agencies, who can offer some counselling and work with pupils as part of the drug education programme. Links with these outside agencies should be line managed by the senior leader with responsibility for pupil support. We believe that those pupils who are misusing illegal drugs should be encouraged to seek help at the earliest possible stage so that they can be helped. Access to counselling and external support can often be triggered most promptly by the pupil's GP and this route of referral should be encouraged.

## **12. EMERGENCY SITUATIONS WHERE A PERSON IS UNCONSCIOUS AS A RESULT OF DRUG USE (see Appendix B)**

Staff with first aid qualifications should be called and the person involved kept under supervision. The person should be placed in the recovery position and an ambulance called. The parents should be informed as soon as is reasonably practicable to do so. An initial assessment of the incident should aim to find out what has been taken and evidence gathered. A report of the incident (see Appendix A) should be written down and given to the senior leader with responsibility for pupil support. They should initiate the responses as outlined above. If that person is unavailable, a prompt decision should be made by an appropriate senior member of staff.

## **13. INTOXICATION FROM DRUG USE**

The person should be removed to the first aid area of the academy/free school and not left alone. A senior member of staff and a first aider should be called, and further medical assistance sought if necessary. The parents should be informed and asked to come to the academy/free school. A report of the incident (see Appendix A) should be written down and given to a senior leader with responsibility for pupil support. They should initiate the responses as outlined above. If that person is unavailable, a prompt decision should be made by an appropriate senior member of staff.



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## **14.DISCOVERY/OBSERVATION WHEN A PERSON IS DISCOVERED USING, SUPPLYING OR HOLDING A SUBSTANCE THAT IS NOT PERMITTED ON ACADEMY/FREE SCHOOL PREMISES.**

The person should be approached and the substance confiscated. A senior member of staff should be called and the person(s) involved questioned. If there is doubt about the substance obtained then the drug services should be contacted. Parents should be informed and asked to come to the academy/free school. The Principal / Headteacher should decide whether a disciplinary and /or counselling approach should be taken. A report of the incident (see Appendix A) should be written down and given to a senior leader with responsibility for pupil support. They should initiate the responses as outlined above. If that person is unavailable, a prompt decision should be made by an appropriate senior member of staff.

## **15.INVESTIGATION**

Every complaint, allegation, rumour or observation of pupil behaviour in relation to tobacco or alcohol or involvement with drugs and substances will be followed up and investigated in accordance with this policy and the procedures set out in the Academy's Behaviour and discipline policy.

If the findings of the investigation support the allegation, complaint, rumour or observation of pupil behaviour, a disciplinary meeting will usually be held, in accordance with the procedures set out in Appendix 2 of the Academy's Behaviour and discipline policy. Parents should be kept informed.

## **16.DEALING IN DRUGS**

Anyone discovered or found to have supplied, sold, shared or passed on drugs or other prohibited substances to other pupils is clearly endangering the health and safety of others in the school/free school and may be permanently excluded. This applies if pupils do so in uniform immediately before, during or immediately after the school day, irrespective of whether they are on the academy/free school site and the circumstances set out in section 3 of this policy.

## **17.SMOKING**

The Academy operates a smoke free policy and a total smoking ban within its buildings, grounds and vehicles.

The total smoking ban applies to the whole Academy community including pupils, employees, volunteers, Parents, visitors, members of the public and others working in or using the Academy's premises or vehicles and in the circumstances set out in paragraph 3 of this policy.

Any pupil found smoking in the academy/free school may/ be excluded for a fixed term. Parents should be informed. Those smoking off school/free school premises immediately before, during or immediately after the school day should be given a detention and parents should be informed. Any smoking equipment or materials such as cigarettes, lighters, matches, cigarette papers etc should be confiscated and destroyed by staff.

## **18.ALCOHOL**

Any pupil found drinking alcohol or in possession of alcohol on the academy/free school premises, in the vicinity of the academy/free school during school hours or when representing the school, should be deemed to have contravened school rules and should be punished appropriately.

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In very rare circumstances, pupils over the age of eighteen may be given permission to consume a small amount of alcohol by members of staff acting "*in loco parentis*". In these circumstances, parental permission should be sought in advance.

## **19.REPORTING PROCEDURE**

Any member of staff dealing with an incident involving drugs must complete the Drug Incident Report Form (see Appendix), this should be handed to the senior member of staff dealing with the pupil. The reporting procedure ensures that only a limited number of suitably experienced people will be involved in any incident.

All incidents are reported to a member of the senior leadership team. The head teacher/principal is always informed at the earliest opportunity.

If an exclusion is considered, then the Academy's behaviour and discipline policy will be followed.. The report form should be kept by the senior leadership team member in a confidential student file.

## **20.TRAINING OF TEACHERS**

CST should ensure that teachers receive training to help them provide effective drug education and support for their teaching and understanding of the issues. There is drug education within the RSE/ PSHE curriculum.

## **21. RECORD KEEPING**

Record keeping guidance & procedures are consistent with CST the behaviour & discipline policy.

## **22.REVIEW OF THE POLICY**

This policy is reviewed annually and in the light of any incident that may occur related to drugs.

## **23. APPENDICES**

- (A) Drugs Incident Report Form
- (B) Procedure for managing drug related incidents
- (C) Sanctions for drug related incidents

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## (A) DRUGS INCIDENT REPORT FORM

CONFIDENTIAL

DATE: .....

LOCATION: .....

STAFF NAME: .....

PUPIL(S) INVOLVED:

.....  
.....  
.....

SUBSTANCE FOUND:

.....  
.....  
.....

ACTION TAKEN:

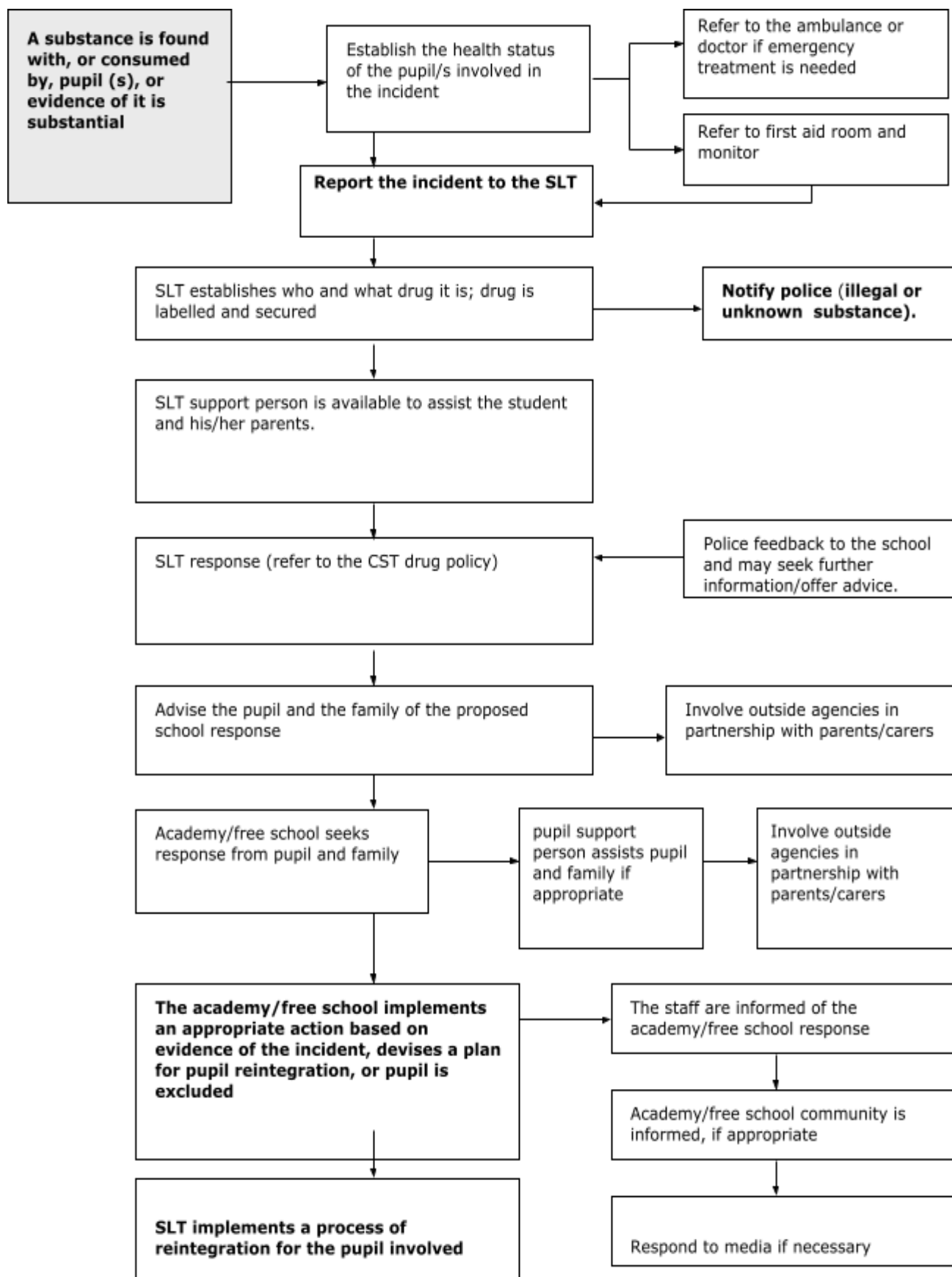
**PASS THIS FORM DIRECTLY TO A SENIOR MEMBER OF STAFF WHO SHOULD INVESTIGATE THE MATTER FURTHER.**

**FORMS TO BE GIVEN TO SENIOR LEADERSHIP TEAM FOR FILING.**

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## (B) Procedure for managing drug related incidents

Please refer to the CST Behaviour and Discipline policy



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## (C) A guide to the range of possible sanctions for drug related incidents depending on the individual facts and circumstances of the case.

Level of involvement	Possible response(s) includes
1. Knowledge of drugs at academy/free school.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> </ul>
2. Requesting an illicit substance from another pupil on school premises. Request not fulfilled.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> </ul>
3. Involvement via proximity to an activity or in the presence of others using or supplying.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> <li>• FTE or detention/withdrawal of privileges</li> </ul>
4. Being intoxicated on or around academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to parents</li> <li>• FTE</li> </ul>
5. Smoking tobacco on or around academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to parents</li> </ul>
6. Repeatedly smoking tobacco on academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to parents</li> </ul>
7. Using alcohol on academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to parents</li> </ul>
8. Supplying alcohol on academy/free school premises or at functions / trips.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Possible PEX</li> <li>• Referral to parents</li> </ul>
9. In possession of or using a small quantity of an illicit substance on or around academy/free school premises (including on the way to and from school) or at a school function / trip.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• PEX</li> <li>• Referral to police</li> </ul>
10. In possession of a significant quantity of an illicit substance on academy/free school premises or at a school function / trip.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to police</li> <li>• PEX</li> </ul>
11. Sale, sharing or supply of a small quantity of an illicit substance on academy/free school premises or at a school function / trip.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to police</li> <li>• PEX</li> </ul>
12. Sale or supply of a large quantity of an illicit substance on academy/free school premises or at a school function / trip, to minors.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to police</li> <li>• PEX</li> </ul>
13. Repeated sale or supply of an illicit substance on academy/free school premises or at a school function / trip.	<ul style="list-style-type: none"> <li>• FTE</li> <li>• Referral to police</li> <li>• PEX</li> </ul>

