



DRUGS AND ALCOHOL POLICY

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Introduction

1. This is a Board of Trustees policy, which takes into account the Trustees' legal responsibilities as employers and occupants of the School premises, and the guidance in the Department's [Drugs Advice for Schools](#) and 10/95 Protection of Children: the Role of the Education Service. It also takes into account the guidance in the [Department's Suspension and Permanent Exclusions from maintained schools, academies and pupil referral units in England, including pupil movement 2024](#).
2. The Trustees are committed to ensuring that Bourne Grammar School is a healthy school, free from the misuse of drugs and other substances. Illegal drugs should never be in School. Legal drugs are only allowed when they are medicines agreed by the School.
3. The Board of Trustees recognises that drug misuse can have a serious effect on health, wellbeing and academic progress. It is the responsibility of the School to play a role in drug education and to help reduce the harm to students from drugs as well as to help those who misuse drugs, or who are at risk of drug misuse.
4. This policy has been shaped specifically for our School and the high standards it seeks to maintain. The National guidance including the DfE and [ACPO Drug Advice for Schools](#) (2012) and statutory [Exclusion Guidance](#) (2024) have been taken into account.

Aims of the policy

To:

1. Give a clear view on the responsibilities of the School and on the legal requirements with regard to drug issues;
2. Give guidance to teachers, support staff, parents and visitors about drugs education;
3. Give clear direction regarding safeguarding children and young people at risk from drugs;
4. Provide information so that everyone is clear about the School's overall approach to drugs and its procedures should an incident occur.

Responsibilities

1. The Assistant Headteacher - Pastoral (AHT-P)
 1. The AHT-P is the Coordinator for Drugs and Other Substances. The AHT-P has overall responsibility for:
 1. the implementation of the policy, for liaison with the Board of Trustees, parents, external agencies and for the training and the support of staff;
 2. ensuring that robust multi-agency Early Help Assessments and plans are in place in order to provide additional support for children and young people at risk of drugs misuse;
 3. ensuring that students, staff and parents are aware of the policy and its implications;
 4. coordinating the School's drugs education programme.
2. Nominated Trustee
 1. This will be the same Trustee as the nominated Trustee for Safeguarding. He/she will liaise with the AHT-P as appropriate and will advise the Chair on any urgent action that needs to be taken with regard to drugs education or the misuse of drugs. They will report to and advise the Pastoral and Community committee on any action that needs to be taken or referred to the Board of Trustees.

3. Chair of Trustees
 1. The Chair of Trustees in consultation with the Headteacher and nominated Trustee is empowered to take any necessary urgent action, and to report this to the next relevant meeting of the Board of Trustees.
4. All staff
 1. All members of staff must know the School's policy and attend relevant training sessions as directed.

Definitions

1. The definition of drugs used in this policy is the definition given by the United Nations Office on Drugs and Crime: "A substance people take to change the way they feel, think or behave."
This refers to:
 1. Legal drugs, including alcohol, tobacco, e-cigarettes, volatile substances (solvents) and over-the-counter and prescription medicines;
 2. Illegal drugs (those controlled by the Misuse of Drugs Act, 1971) including ecstasy, cannabis, synthetic cannabinoids, crack/cocaine, ketamine, khat, heroin and LSD;
 3. Other drugs such as anabolic steroids, poppers and new psychoactive substances (NPSs, previously known as 'Legal Highs').
2. Throughout this policy, the term 'drugs' is used to refer to all of the above.
3. 'Drug use' describes any drug-taking. Any drug use can potentially lead to harm, including through intoxication, breach of the law or School rules, or future health problems.
4. 'Drug misuse' is drug-taking which leads to social, psychological, physical or legal problems through intoxication, regular excessive consumption and/or dependence.

Approach to Tackling Drugs

1. Bourne Grammar School takes a whole-school approach to tackling drugs through:
 1. A planned drugs education programme within PSHE;
 2. Clear rules and sanctions related to drugs which are communicated in a systematic manner on an annual basis, to the whole-School community;
 3. Training and support for staff;
 4. An Early Help response as soon as we, or the young person or their family, have a worry regarding drug-related issues;
 5. Carefully considered responses to drug-related incidents, both on an individual, and whole-School basis;
 6. Access to specialist support and advice when required.

Aims of Drug Education

1. We aim to give young people accurate information about drugs and help them develop the skills and attitudes to make their own healthy, safe and responsible decisions about drug use. We also aim to reduce the number of young people misusing drugs and to help those concerned about drugs to get help and advice.
2. To achieve this, our drugs education programme will help students to:
 1. Gain knowledge and understanding about the effects, risks and dangers of drugs and correct myths and misconceptions;
 2. Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice;

3. Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness, refusal skills and helping others;
4. Explore their own and other peoples' attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring media and social influences.

Training and Support for Staff

1. All staff are made aware of the drugs policy at the start of the School year and have access to drugs awareness training and CPD in the form of:
 1. Staff briefings delivered by the AHT-P and/or DHT-P;
 2. External workshops delivered by specialists (for example LCC);
 3. Resources and briefing papers.
2. We take advantage of the support, advice and training provided by Lincolnshire's 'Stay Safe Partnership' and through the local Young Addiction organisation.

Overview of Drugs Management

1. This School does not permit the possession, use, or supply of any drug within the School boundaries, other than medicines agreed by the Headteacher, under the Administration of Medicine policy.
2. This covers on or near the School premises within the School day, on the way to or from School, on School visits, at school events, or whenever a student is representing the School.
3. These rules apply equally to staff, students, parents and carers, Trustees, and those working in or visiting the School.
4. This is a smoke-free school and pupils, staff, parents and visitors are not allowed to smoke on school premises.
5. Alcohol is included in points one to three above and this includes Sixth Form students at School social events or on School journeys.
6. Staff accompanying students on trips are not permitted to drink when responsible for students. There are occasions when alcohol may be authorised by the Headteacher for staff, such as for some School functions and staff social events.

Principles of Drug-Related Incidents

1. At Bourne Grammar School, a drug-related incident refers to any possession, usage or supply of an unauthorised drug, as defined within this policy. Incidents can include emergencies, observations and discovery, disclosure, and concerns that need to be investigated further.
2. In all drug-related incidents the following principles will apply:
 1. The Headteacher and Designated Safeguarding Lead (DSL) will be informed immediately;
 2. All situations will be carefully considered before deciding on a response, bearing in mind the circumstances of the case, and the need to balance the interests of the student, other members of the School, and the wider community;
 3. Permanent exclusion will not be the automatic response, but will be considered carefully after assessing the seriousness of the incident;
 4. Possession or supply of legal drugs is likely to result in a suspension for a first offence, but could result in a permanent exclusion for subsequent offences, or if the incident is deemed sufficiently serious by the Headteacher;

5. Possession or supply of illegal drugs is most likely to result in a permanent exclusion for a first offence. However, safeguarding the student and ensuring their entitlement to a full time education is kept in mind; therefore, alternatives to permanent exclusion such as a managed move will be considered and advice from the Local Authority may be sought;
6. 'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student of the School, introducing fellow students to a drug dealer, and any other instance of procuring legal or illegal drugs for themselves or other students;
7. Supply includes supplying for money or free-of-charge;
8. An Early Help Assessment will be considered to ascertain the support needs for the child and family; and advice will be sought from the Student Reintegration Team (PRT);
9. The health and safety needs of the student will always come first, whilst also taking account of the health and safety needs of the School as a whole;
10. Parents/carers will be involved at an appropriate time, which might be after searches and an initial assessment;
11. When appropriate, a referral will be made for the student to [We Are With You](#);
12. Decisions about the sanction will depend on whether the offence is one of a series, or a first time, and whether the student was in possession or supplying;
13. The Headteacher (in consultation with the DHT-P and AHT-P) will ultimately decide the level of sanction and support provided.

Procedures for Managing an Incident

Reporting a drug-related incident

1. All drug-related incidents are reported, in the first instance, to the Headteacher, DHT-P and AHT-P.
2. Although there is no legal obligation to report an incident involving drugs to the Police, the Police will be informed about any incident involving a suspected illegal drug.
3. Incidents involving legal drugs will normally be managed within School, although we will contact [trading standards for consumers](#) about the sale of any drug to under age students by local shops.

Recording the drug-related incident

1. In all drug-related incidents, the Headteacher, DHT-P and AHT-P, with the assistance of Heads of Year, will record their findings and actions, including the use of sanctions and support.
2. Students involved in a drug-related incident will be given the opportunity to write a statement.

Medical emergencies when a student is unconscious as a result of drugs use

1. The student will be placed in the recovery position and an ambulance called.
2. Staff with first aid qualifications should be called immediately but the student must not be left alone.
3. Parents/carers will be informed and called to the School.
4. An assessment of the incident will begin without delay to identify the substance and the quantity taken.

Intoxication or suspected intoxication, when a student is under the influence of a drug

1. The student will be taken to a suitable room and supervised.
2. The first aider and DHT-P, AHT-P or Deputy DSL will be called.
3. The student will be supported and given reassurance to help them stay calm.
4. Medical assistance will be sought if necessary.
5. Parents/carers will be informed and called to the School.
6. In most cases, the student will be taken home with the absence coded 'C' as a special circumstance.

Discovery/Observation

1. This refers to situations when a student is discovered using, supplying or being in possession of a substance that is not permitted on School premises, such as the drugs described in this policy (suspected or confirmed):
 1. the substance will be confiscated, in the presence of a second member of staff as a witness;
 2. the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present, and stored in a suitably secure location with access limited to the Headteacher, DHT-P and AHT-P;
 3. the student(s) will be supervised within a safe space in School and an investigation undertaken, pending any advice from the Police;
 4. details of the incident will be recorded, including the police incident reference number if it is a suspected illegal drug;
 5. the student's parents/carers will be asked to come into School, unless this could put the student at further risk;
 6. If the substance is legal (but prohibited according to this Policy) it will be disposed of or handed to the parent/carer at the discretion of the School.

Searches

Searches will be conducted in accordance with the Searching Students and Confiscation of Student Property Policy.

Dealing with Drug-Taking Materials

1. School site staff make regular checks of the school grounds and know how to deal with drug-taking materials, including needles, in line with health and safety advice.
2. Students are required to inform a member of staff of any discovery of drug-taking materials on the School premises.

Disclosure

1. Disclosure refers to when a student discloses to a member of staff that he/she has been using drugs, or is concerned about someone else's drug use.
2. In these situations, staff will be non-judgemental and caring and will show concern for the student's welfare.
3. As per any other Safeguarding concern, a MyConcern referral form will be submitted.
4. An Early Help Assessment will be undertaken.

5. Students know that teachers cannot promise total confidentiality if further support is to be considered such as referral to a drug service or the Local Safeguarding Children's Board.
6. Information about the student will only be given to key staff on a need-to-know basis.
7. The DSL will coordinate the most appropriate support including referral to specialist services.

Suspicion

1. Staff should not assume use of drugs on the basis of rumours alone.
2. However, if (under the guidance of the DSL) there is a suspicion, an assessment will take place and a decision made to question the student(s) involved and further action may follow.

Intoxicated Parents/Carers

The School's rules for drugs apply to all people who are on the school premises and we expect that parents/carers will adhere to these rules. If a parent/carer comes to School and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, we will sensitively offer to phone for someone else to collect. If we are concerned that a student is in imminent danger, we will contact emergency services on 999. We will also follow our Safeguarding procedures if we are concerned about risk of harm.

Needs of students

We are sensitive to the needs of students whose parents/carers or family members have problems with drugs. Where problems are observed or suspected or a student discloses problems, we will assess the students' welfare and support needs and, if required, involve external support for the child and, where appropriate, for the family. This will be done via an Early Help Assessment.

Working with Parents/Carers

1. We believe that parents/carers have an important role in supporting their child's drug education. We encourage parents to share any concerns they have about their child to enable us to provide the most effective support.
2. We will share this policy with parents via the School's website and provide further information/advice where appropriate.

Links to Other Policies

1. The policy should be read in conjunction with the following policies:
 1. Health and Safety/Emergencies
 2. Behaviour
 3. Safeguarding
 4. Administration of Medicines