



# DITCHAM PARK SCHOOL

*Where every child is known and valued*

## Drug and Alcohol Policy

Compiled by	Bursar
Approved by	Headmaster / SLT
Date	September 2023
Next Review	September 2025



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## Drug and Alcohol Policy

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### **Introduction**

This policy applies to the whole school, including the EYFS.

Drugs affect all communities and we acknowledge that Ditcham Park School has a moral and legal obligation to educate our pupils on the harms and consequences of drug use and abuse. In this policy document when referring to “drugs” we include all illegal drugs, controlled drugs and the paraphernalia of drugs, misuse of “legal” or prescription drugs, alcohol, vaping, smoking, volatile substances / solvent abuse, other substances taken to change mood or behaviours (including so called “legal highs” and the use of nitrous oxide). This policy does not apply to prescribed medicines that are used in accordance with medical guidance.

### **Aims**

In formulating the School’s policy on drug abuse, we have the following aims:

- To safeguard the physical and mental health of all pupils in line with the School’s Safeguarding and Child Protection Policy.
- To provide an overall health education programme that makes pupils aware of the dangers of smoking, alcohol and drugs and teaches them, in an age appropriate way, how to say “no”. This programme is delivered in PSHE lessons, subject lessons, whole school or year group assemblies and via informal discussions with Form Tutors, Class Teachers and other staff.
- To promote personal integrity, an ethical community and respect for the law.
- To ensure compliance with criminal law.

### **The Roles of the Headmaster and the Governing Body**

The Headmaster takes overall responsibility for the policy and its implementation, in liaison with the Heads of Seniors and Juniors, PSHE coordinators, Governing Body, parents and appropriate outside agencies. The Headmaster will ensure that all staff dealing with substance use and abuse issues are adequately supported and trained.

### **The Role of School Staff**

Staff should be alert to the signs and symptoms which may be indicators of substance misuse which might include physical symptoms (possibly including a decline in personal appearance) and/or behavioral changes (possibly including mood swings, a decline in school/academic performance, changes in friendship groups or reticence to participate in school events and activities).

The misuse of any drug is a drug related incident and staff must inform the Headmaster immediately if any evidence of drug / substance misuse is found on school property or a child is thought to be in possession of drugs.



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If staff are unable to identify the legal status of a drug, it should be treated as a controlled drug. This policy covers the possession, use and supply of such substances.

### School Rules and Sanctions

**Drugs** Pupils are forbidden from any possession, use or supply of drugs and substances at any time, either at School or away from School (eg on School trips), in School vehicles or any other vehicle hired by the School. The Headmaster will be informed immediately of any drug related incident.

Sanctions:

- a) any pupil supplying drugs or substances must expect to be permanently excluded from School, even if he/she is about to sit public examinations.
- b) any pupil using or possessing drugs or substances must expect to be permanently excluded from School.
- c) if a pupil is excluded from School on a permanent or fixed-term basis, he/she and his/her parents have the right to request a Governors review of the decision in accordance with the School's Exclusion Policy.
- d) Each case will be assessed individually by the Headmaster. In accordance with the School Rules as published, the gamut of sanctions available to the School range from SLT awarded After-School detentions to permanent exclusion.

**Smoking** The School is designated a "no smoking" area for staff and visitors and we look to everyone to support this policy. If a pupil were to be found smoking/vaping on site, or were suspected of smoking/vaping, the Headmaster would be informed immediately. Pupils are prohibited from smoking on the way to and from School and on School trips.

No smoking materials are to be brought onto the school site, any such materials found will be confiscated in accordance with the Behaviour Rewards and Sanctions Policy.

Sanctions:

- a) Each case will be assessed individually by the Headmaster. In accordance with the School Rules as published, the gamut of sanctions available to the School range from SLT awarded After-School detentions to permanent exclusion.

**Alcohol** Pupils are not permitted to bring alcohol onto the School site, into the School premises or to be under the influence of alcohol while in the care of the School. Similarly, pupils are not permitted to frequent public houses, off-licences or to drink or purchase alcohol whilst off the premises



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in school uniform, or during the hours of the school day. Pupils must not bring the School into disrepute for any reason connected with alcohol, whether or not they are in the care of the School at the time.

At certain School events, such as the 5<sup>th</sup> form Leaver's Dinner, pupils over 16 may be permitted to consume a limited amount of alcohol with a meal under the supervision of School staff, and with parental consent. Such events must be sanctioned in advance by the Headmaster. Under no other circumstances are pupils permitted to possess or consume alcohol on the School site.

Sanctions:

- a) Each case will be assessed individually by the Headmaster. In accordance with the School Rules as published, the gamut of sanctions available to the School range from SLT awarded After-School detentions to permanent exclusion.

### **Searching and Confiscation**

The School's procedures are informed by the DFE document "Searching, Screening and Confiscation Advice for Headteachers, School Staff and Governing Bodies" January 2018.

The School's policy on searching and confiscation will be followed, as detailed in the School's Behaviour, Rewards and Sanctions Policy.

### **Police Involvement**

As detailed in the School Rules, the School reserves the right to contact the police if the School becomes aware of information relating to an incident involving drugs or substances.

The School may decide to destroy any seized controlled drug where there is a good reason to do so or, otherwise, will deliver it to the police as soon as reasonably practicable. In other cases, the School may decide to request the involvement of the police from the outset.

### **The Needs of Pupils, Confidentiality and Information Sharing**

The School will exercise its pastoral responsibilities and always look to support pupils and ensure that pupils have access to appropriate support and guidance.

Situations requiring first aid will be dealt with immediately as per the School's First Aid and Medical Needs Policy and procedures.

If the School has concerns about a child's safety, the School will share information with law enforcement agencies and safeguarding agencies as outlined in the Safeguarding



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and Child Protection Policy. This includes working in partnership with external agencies.

The School will inform parents/guardians of any drug related incidents, unless in very rare circumstances this would heighten the risk to the child.

### Staff Conduct and Drug Use

All staff are required to adhere to the Staff Code of Conduct, as included in the Staff Handbook. Staff are subject to the Ditcham Park School disciplinary and other HR procedures should they breach the policy.

### Further Information and Advice

Useful sources of advice and support include the following:

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| <b>Drugs</b>   | <b>FRANK</b> is the national drugs awareness campaign aiming to raise awareness <b>amongst</b> young people of the risks of illegal drugs, and to provide information and advice<br><b>Including what to do to help someone who is having a bad reaction to drugs</b> – 24 hour helpline: 0300 123 6600<br><a href="http://www.talktofrank.com">www.talktofrank.com</a> |
| <b>Smoking</b> | <b>Smokefree</b> – NHS Smoking Helpline: 0300 123 1044  |
| <b>Alcohol</b> | <b>Drinkline</b> is a free and confidential helpline for anyone who is concerned about their own or someone else's drinking – 24 hour helpline: 0300 123 1110   |