

Alcohol, Drugs, Tobacco and Substance Policy

Autumn Term 2024

Aims and Principles

St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.

The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.

Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.

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I. Statement of Intent

Whilst it is recognised that younger children may be less exposed to alcohol, drugs, and tobacco, St Paul's Cathedral School are aware of the potential dangers to all of our pupils, especially those in the older age groups. We are committed to promoting a healthy, safe environment in which good citizenship and respect for the law can flourish. St Paul's Cathedral School believe that it is important to deliver a clear, consistent moral framework that promotes the integrity of our community and gives all of our pupils the understanding and self-confidence to reject illegal use of alcohol, drugs, tobacco and other substances.

St Paul's Cathedral School is committed to keeping pupils safe from drugs and alcohol, both on our premises and in the wider community. 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. It outlines the school's approach to supporting pupils struggling with drugs and alcohol misuse.

For the purposes of this policy, a **"drug"** is defined as any 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

2. Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**) and Boarding.

2.2 This policy applies at all times when a pupil is:

- 2.2.1 in or at School;
- 2.2.2 travelling on authorised journeys;
- 2.2.3 on School-organised trips.

3. Regulatory framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- DfE (2012) 'DfE and ACPO drug advice for schools'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2018) 'Mental health and behaviour in schools'

- DfE (2022) 'Searching, Screening and Confiscation: Advice for schools'

This policy operates in conjunction with the following school policies:

- Search and Confiscation Policy (within the Good Behaviour Policy)
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Illness Policy
- Good Behaviour Policy
- Use of Reasonable Force Policy
- RSE Policy

4. Publication and availability

- This policy is available in hard copy on request.
- A copy of the policy is available for inspection from the School Office during the School day.
- This policy can be made available in large print or other accessible format if required.

5. Roles and Responsibilities

The governing body will be responsible for:

- Ensuring that effective policies and procedures are in place to make sure that pupils are kept safe from alcohol and drugs at school.
- Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
- Ensuring that pupils experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Head, and in liaison with staff, parents, pupils, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHE, addresses the needs of pupils and the school community, and reflects current trends.
- Ensuring that the governor responsible for safeguarding reviews any concerns relating to drug- and alcohol-related incidents.

The Head with the Deputy Head will be responsible for:

- The day-to-day management of this policy.
- Working with governors to ensure compliance with relevant legislation.
- Informing the governing board of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from pupils' use of drugs and alcohol.
- Informing parents of any drug- and alcohol-related incidents concerning their child, where appropriate and where doing so will not place the child at risk.
- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug- or alcohol-related decision, where they deem it appropriate to do so.

- Ensuring a consistent approach to managing drug and alcohol incidents.

The Deputy Head/DSL will be responsible for:

- Supporting the Heads of PSHE to ensure that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that pupils experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Enabling the Heads of PSHE to access appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- Liaising with local services as necessary to provide support for pupils.
- Monitoring and reviewing this policy.

Staff will be responsible for:

- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia, and how to respond to a drug related incident.
- Reporting concerns regarding pupils' use of drugs and alcohol to the DSL.

The site manager will be responsible for:

- Regularly checking the school premises for signs of smoking, drug and alcohol use and reporting any concerns to the DSL.
- Adhering to the Health and Safety Policy should needles be found on school premises.

Pupils will be responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any off-site activity or trip representing the school.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from school.
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.

6. Staff Training

The school recognises that early intervention can prevent drug misuse. As such, all staff will receive child protection and safeguarding training in identifying the signs that a pupil may be at risk, experiencing harm or is struggling upon induction and this will be refreshed annually. Staff will also receive regular and ongoing training as part of their professional development.

All staff will be particularly alert to the potential need for early help for a pupil who is misusing alcohol and other drugs themselves, or is in a family circumstance presenting challenges that includes drug and alcohol misuse.

7. The Curriculum

All pupils will receive differentiated and age appropriate lessons as part of the PSHE and RSE curriculum on the topic of drugs, smoking and alcohol. All lessons will be in line with the PSHE and RSE Policy.

Information about drugs and alcohol will feature regularly as part of the pastoral education within form time sessions and sectional assemblies. Where appropriate, expert visitors and external speakers will be sought to provide classes on drug and alcohol misuse.

8. Specific Types of Legal Drugs

Cigarettes and vaping

In accordance with part 1 of the Health Act 2006 St Paul's Cathedral School is a smoke-free environment – this includes vaping. St Paul's Cathedral School is a public place; smoking (including the use of electronic cigarettes) on the premises is, therefore, illegal for everyone, including staff and visitors.

This rule also applies to all school trips and visits.

Prescribed medicines

The school recognises that some pupils may require medications that have been prescribed by a doctor or other health professional. Parents have the primary responsibility for their child's health and the school will request all relevant information about pupils' medical conditions from parents.

Medicines will only be permitted to be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of non-prescription medicines, e.g. paracetamol, which may be taken in accordance with the manufacturer's instructions.

The school will only accept medicines which are provided in the original container as dispensed and include the prescriber's instructions for administration and dosage. Further guidance can be found in the school's Illness Policy.

Solvents

Pupils will not be permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.

The school will ensure that potentially hazardous solvents are stored safely, and pupils will be supervised if they are required to come into contact with them.

9. Pupils found to be smoking or under the influence of alcohol or drugs

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be smoking or under the influence of drugs or alcohol whilst on school premises will be escorted to the Head or Deputy Head's office (or Head of Boarding out of day school hours) where they will be assessed.

The school will decide whether it is appropriate to notify the pupil's parent – parents will generally be informed unless the school feels there is a safeguarding concern which means that telling the pupil's parent may put them at risk. Where the school determines parents should be notified, they will be contacted and asked to remove the pupil from the premises.

The pupil will remain in the Head or Deputy Head's office until their parent arrives. In the event the school chooses not to inform the pupil's parents, the pupil will be taken to the medical room, where they will be provided with the appropriate support.

If necessary, a search will be conducted in line with the Search and Confiscation Policy.

In cases considered serious, such as supplying others with tobacco or vaping products, alcohol or drugs a pupil may be permanently excluded.

10. Medical Emergencies

In drug- or alcohol-related medical emergencies, the school nurse or other trained first aiders will be summoned and care will be provided in line with the First Aid Policy. An ambulance will be called immediately if the casualty is seriously ill or it is believed their life is at risk. A staff member will remain with the casualty until the trained first aider arrives. Other pupils will be removed from the immediate area as soon as is reasonably practicable.

Following assessment by the school nurse or first aider, a decision will be made as to whether an ambulance will be called if the emergency services have not already been contacted. The pupil's parent will be telephoned and told about the incident.

The incident will be logged as appropriate on iSAMS or CPOMS.

If the pupil is felt to be at risk, the Child Protection and Safeguarding Policy will be followed and social services will be contacted.

All accidents and incidents, including near misses or dangerous occurrences, will be reported to the HSE as soon as possible following the school's Health and Safety Policy.

11. Searching

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, 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. Staff members may use common law to search pupils for any item with their consent. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item under legislation or school rules. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified. Any staff member, except for security staff, may refuse to conduct a search. All searches will be conducted in line with the Search and Confiscation Policy, and the Use of Reasonable Force Policy where physical contact with a pupil is required. Both policies can be found within the Good Behaviour Policy.

12. Controlled Substances

Where the school is unable to identify the legal status of a drug, it will be treated as a controlled substance. Where a legal drug is identified, the school will consider if it is appropriate to inform trading standards or the police about the inappropriate sale or supply of such substances to pupils in the area.

Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation or find alongside the name of any witness(es) present. The staff member will store the sample in a secure location with access limited to senior staff.

The incident will be reported immediately to the police, who will collect the sample and then deal with it in line with agreed protocols.

The school is not legally required to give the name of a pupil from whom drugs have been taken to the police. The school will consider, on a case-by-case basis, whether it is appropriate under the pupil’s specific circumstances to do so. All decisions will be taken with the best interests of the pupil(s) involved in mind. Generally, names will not be given to the police where the school cannot be certain beyond reasonable doubt that the pupil in question was the one in possession of the drugs.

A full incident report will be completed and submitted to the Head.

Any further measures will be undertaken in line with the school’s Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents of the pupil, as well as local police, will be notified.

13. Safeguarding

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.

Staff members will be aware of the fact that alcohol and drug misuse can be an indicator of a safeguarding concern and may be an indicator of both child criminal and sexual exploitation.

All staff are aware that behaviours linked to issues such as drug and alcohol misuse put pupils in danger. Staff will be particularly alert to the potential need for early help for a pupil who is misusing drugs or alcohol, or where it is observed or suspected that their parents or family members misuse drugs.

Pupils experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate. Support will be arranged and offered to pupils in line with the school's Child Protection and Safeguarding Policy.

14. Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being coerced into moving, storing and selling drugs across the country (known as county lines).

Staff will be aware of the indicators that may suggest a pupil is being criminally exploited through involvement in county lines, including where pupils:

- Have gone missing and are subsequently found in areas away from their harm.
- Have been a victim or perpetrator of serious violence, e.g. knife crime.
- Have been involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs.
- Are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection.
- Are found in accommodation that they have no connection with.
- Owe a 'debt bond' to their exploiters.
- Have their bank accounts used to facilitate drug dealing.

Staff will be made aware of the following potential indicators of CCE for pupils:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late

- Regularly missing school or education or not taking part in education

Staff members will be aware that illegal drug use or possession by pupils may indicate that they are victims of exploitation, even if it appears that illegal activity regarding drugs is something to which they have consented. The DSL will use their professional judgement to consider CCE as an explanation for a pupil's drug-related behaviour before pursuing other support and disciplinary procedures, rather than making assumptions about the pupil's intentions.

Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

15. Managing Incidents

Instances of pupils being involved in drug and/or alcohol incidents will be managed in line with the relevant school policies, including the Good Behaviour Policy and the Child Protection and Safeguarding Policy.

Following an incident, the Head will work with key members of staff, including the DSL, to assess the pupil's welfare and support needs and decide on the most appropriate course of action to take. Referrals will be considered to local youth, family or health services, and voluntary organisations, to provide support.

The Head will also be responsible for deciding on the most appropriate sanctions which may include suspension or exclusion.

Support will be arranged for pupils involved in any alcohol- or drug-related incidents, in line with relevant school policies.

16. Monitoring and Review

This policy will be reviewed annually by the Deputy Head.