



CUNDALL MANOR SCHOOL

# ALCOHOL, SMOKING AND SUBSTANCE ABUSE POLICY 2024

---

Created  
Reviewed  
Next Review

Aug 2023  
Aug 2024  
Aug 2025

DSL  
Safeguarding Governor  
Chair of Governors

Clare Stovin  
Sarah Sadler  
Rachel Powell

## Contents

Introduction .....	3
Purpose .....	3
Policy Statement .....	3
Related Policies .....	3
Implementation of Policy .....	3
Prevention through education.....	3
Advice.....	3
Disciplinary action.....	4
Alcohol .....	4
Smoking/Vaping.....	4
Other drugs (including psychoactive and volatile substances).....	4
Suspicion of misuse.....	4
Investigation into possible misuse.....	5
Discipline following misuse.....	5
Disposal of suspected controlled drugs .....	5
Safeguarding .....	6

## **Introduction**

This policy refers to all parts of Cundall Manor Junior School (including the Early Years Foundation Stage). In the unlikely event that this policy needs to be invoked for Cundall Manor EYFS, the Headteacher will investigate and report accordingly. This policy has been written with reference to the Education and Inspections Act 2006, DfE and ACPO drug advice for schools (September 2012) and DfE advice on Searching, screening and confiscation (July 2023)

## **Purpose**

The purpose of this policy is to discourage Pupils from misusing alcohol, tobacco and other potentially harmful substances at any time. It reflects a recognition that these are widely available and used by many teenagers, and that this is an issue which is likely to be encountered by Pupils, school and parents.

## **Policy Statement**

It is the policy of Cundall Manor School actively to discourage the misuse of potentially harmful substances and to treat cases of misuse by Pupils as misconduct and possibly serious misconduct. It is also school policy to ensure that Pupils affected by their own or others' substance misuse are offered early access to support through the school and/or other local services.

## **Related Policies**

This policy should be read in conjunction with the following policies:

- (a) Behaviour policy
- (b) Complaints policy
- (c) Safeguarding and child protection policy and procedures

## **Implementation of Policy**

This policy assumes trust and understanding between Pupils, Staff and Parents, and will be implemented in the best interests of all Pupils in the school. It is also meant to act as a positive and effective deterrent.

## **Prevention through education**

Priority will be given to a programme of education and support about alcohol, tobacco and other potentially harmful substances at all levels of the School. This will be achieved via Personal, Social, Health and Economic Education (PSHE) lessons and through some elements of the science schemes of work, and through the work of the School Nurse. From time to time parents and staff will be updated to ensure that sensible discussions can take place and decisions can be made about issues that arise.

## **Advice**

The School Nurse is always available to give confidential advice to Pupils at school during term time. Where it is possible that confidentiality cannot be kept, for example, where a person's safety is at risk, this situation will always be explained before a pupil chooses to divulge information or concerns.

## **Disciplinary action**

The misuse of alcohol, tobacco or other potentially harmful substances will result in appropriate disciplinary action being taken in line with this policy. Such action is intended to send a message to the pupil(s) involved that such behaviour is unacceptable and should not be repeated. It is also designed to send a message to the whole School community about the seriousness of any such behaviour. Disciplinary action will take into account the type of use and the pupil's age and history.

## **Alcohol**

Pupils are not allowed to drink alcohol, have alcohol in their possession, or be under the influence of alcohol while anywhere within the school grounds or outside school whilst under the supervision of the school; this includes all residential trips, whether in the UK or abroad. Pupils who smell of drink will be considered to have been drinking.

Boarders are not allowed to consume alcohol. Disciplinary action relating to use of alcohol is outlined in the Behaviour Policy and the School Rules and Regulations. If a pupil is, in the view of the school, seriously or dangerously drunk, a more serious response is likely. An alcohol-related incident that has been referred to the Nurse for health care is likely to involve internal exclusion for a number of days. If external health care is involved it is likely a period of suspension will be involved. When the incident relates to a school function (e.g. a disco) the sanction is likely also to include being banned from a number of similar events in the future. Repeat offences will be considered on an individual basis.

## **Smoking/Vaping**

Smoking or being in possession of smoking or vaping materials is not permitted inside the school buildings, anywhere within the school grounds, or while under the supervision of the school (e.g. on a school trip). Pupils who smell of smoke will be considered to have been smoking. Disciplinary action relating to smoking and vaping is outlined in the Behaviour Policy and the School Rules and Regulations.

## **Other drugs (including psychoactive and volatile substances)**

### **Suspicion of misuse**

If a member of staff has reason to suspect that a pupil is using drugs (other than on prescription), he/she must report the situation to the Headteacher. The Headteacher will decide if further investigation is warranted. If required, the Headteacher will liaise with the police

Suspicion of misuse may arise from behavioural changes giving rise to deterioration in a pupil's demeanour and/or performance. Such signs include a decline in performance in school work, marked swings in mood, excessive tiredness, sores and rashes especially on the mouth or nose, a lack of interest in physical appearance and an unwillingness to take part in school activities; or other signs or evidence, such as finding certain items of equipment, behaviour on a particular occasion, or other information that has been gathered. It may be that parents or peers have talked to a member of staff about their concerns.

All staff are expected to be alert to signs of drug misuse and receive drugs awareness updates as part of their ongoing continuing professional development. A pupil whose use of drugs outside school clearly affects their behaviour in school, or whose behaviour gives rise to such suspicions, should expect to be spoken to and questioned about it.

### **Investigation into possible misuse**

Once the Headteacher has decided that there are reasonable grounds for suspecting that a pupil has been misusing drugs, he is responsible for taking the matter further. The pupil will be questioned about the School's concerns and parents may be contacted at this stage. It is likely that the Deputy Head will carry out the initial stages of the investigation.

If a search is required, it will be made in accordance with the school's Safeguarding and Child Protection Policy. Parents will be contacted as soon as reasonable evidence to support a concern has been established. It is possible that, as a result of questioning or a search, the school may wish to carry out a drugs test on a pupil. In most cases the test will be a urine test and a non-school agency will be asked to oversee the test in school. Parents will be consulted and the cost of the test will be added to the termly bill. A consent form signed by parents and also by the pupil will be required; if consent is refused, it is likely that parents will be asked to withdraw their son or daughter from the school.

### **Discipline following misuse**

If a pupil admits to using drugs or provides a positive test, the pupil will be given further guidance and support and may be allowed to remain at school. The pupil will be required to disclose any drugs or drugs-related material in his/her possession at school and to hand them over to the school authorities immediately. The pupil will also be under an obligation to submit to further random testing during the rest of his/her career at school. Any further positive test is likely to lead to the pupil's permanent exclusion from school. Certain substances which are legal to possess and use are inappropriate in a school environment.

A pupil who brings any such substance into school, or is in possession of such a substance while on a school trip, is liable to be permanently excluded from school. The police will not normally be involved in incidents involving legal substances, but it is the school policy to report all incidents involving the use of controlled drugs. A pupil who supplies or incites the misuse of controlled drugs within school, or is found to be in possession of controlled drugs within school, or is found to be in possession of controlled drugs with the intent to supply outside of school, can expect to be permanently excluded from school. The police will be informed. In order to safeguard the whole school community, a pupil who has been excluded from another school for misuse or possession is unlikely to be offered a place at Cundall Manor. If a place were to be offered, it is likely that a regime of testing would be required. It is hard to imagine circumstances in which a pupil who had been excluded for supplying controlled drugs would be accepted into the school.

### **Disposal of suspected controlled drugs**

Where a member of staff finds a substance which is not believed to be a controlled drug, it will be confiscated if it is thought to be harmful or considered detrimental to good order and discipline. If staff are unable to identify the legal status of a drug, it will be treated as a controlled drug.

In taking temporary possession and disposing of suspected controlled drugs, the school will, where possible, follow the DfE and ACPO advice and:

- (a) Ensure that two adult witnesses are present throughout
- (b) Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present

- (c) Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- (d) Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols
- (e) Record full details of the incident, including the police incident reference number
- (f) Inform parents/carers, unless this is not in the best interests of the pupil
- (g) Identify any safeguarding concerns and implement a support and disciplinary response.

The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is deemed advisable to do so. A decision will be made based on the individual circumstances of each case.

### **Safeguarding**

The school recognises that use of drugs may be indicative or symptomatic of wider issues and help may be required from local agencies. In such cases, the Headteacher will consult the Designated Safeguarding Lead in line with the school's Safeguarding and Child Protection Policy and procedures.

If a pupil is at risk, including from incidents of parental or family drug or alcohol misuse, then the Headteacher will inform the Designated Safeguarding Lead or refer the matter directly to children's social care in line with the school's Safeguarding and Child Protection Policy and procedures.