



Wadebridge School Drugs and Alcohol Policy

This policy was approved and ratified by
Wadebridge School in July 2025

This policy and its contents are made available to all Wadebridge School Staff and observed by all Trustees

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1. Statement of Intent

Wadebridge School takes a zero-tolerance approach to the misuse of drugs, alcohol and tobacco on our premises.

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, alcohol and tobacco.

We are committed to:

- Upholding the Wadebridge School Behaviour Policy.
- Health and Safety Policy.
- Providing a safe and healthy environment which is conducive to education.
- Providing a robust policy which outlines our zero-tolerance approach to drugs, alcohol and tobacco misuse.
- Developing and improving the policy by reviewing it after any incident.
- Educating students on the dangers of drug, alcohol and tobacco misuse.

Legal framework This policy has due regard to relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006

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

- DfE (2024) 'Keeping children safe in education'
- DfE (2018) 'Mental health and behaviour in schools'
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- The Preparation for Life programme of study
- Administering Medication procedures
- Behaviour Policy
- Suspension and Exclusion Procedure

2. Key Roles and Responsibilities

The Headteacher is responsible for:

2.1. The day-to-day management of this policy.



- 2.2. Providing a safe environment for all staff, students and visitors.
- 2.3. Working with governors and trustees to ensure compliance with relevant legislation.
- 2.4. Informing the trustees, via the designated safeguarding governor, of any issues and developments concerning drugs, alcohol and tobacco.
- 2.5. Acting on any concerns arising from students' use of drugs, alcohol and tobacco.
- 2.6. If appropriate, and where doing so will not place the child at risk, informing parents of any drug, alcohol and tobacco related incidents concerning their child.
- 2.7. Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- 2.8. Informing the police of any drug or alcohol related decision, where they deem it appropriate to do so.
- 2.9. Ensuring a consistent approach to managing drug, alcohol and tobacco incidents.

The Designated Safeguarding Leads (DSL) are responsible for:

- 2.10. Ensuring that staff have the skills to teach and discuss issues relating to drugs, alcohol and tobacco.
- 2.11. Ensuring that staff and students experiencing difficulties with drugs, alcohol or tobacco are provided with appropriate internal support and referred to external support agencies as appropriate.
- 2.12. Consulting with students to inform provision around drugs, alcohol and tobacco education.
- 2.13. Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- 2.14. Liaising with local services as necessary to provide support for students.
- 2.15. Assisting with the monitoring and review of this policy.

Students are responsible for:

- 2.16. Ensuring they do not bring illegal or prohibited drugs, alcohol or tobacco onto school premises, travelling to and from school or whilst engaged in any offsite activity representing the school.
- 2.17. Ensuring they do not take drugs, smoke tobacco or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform.
- 2.18. Contributing to the development of this policy by providing feedback on the effectiveness of the drugs, alcohol and tobacco education provided, and on how incidents are managed.

All staff (both teaching and support staff) are responsible for:



2.19. Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties.

2.20. Ensuring that their performance and judgement at work is never impaired by drugs, alcohol or tobacco.

2.21. Ensuring that they are in a fit and safe condition during the on-call period.

2.22. Understanding how this policy relates to them and their role in drug, alcohol and tobacco management.

2.23. Attending scheduled training concerning drugs, alcohol and tobacco, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia and how to respond to a drug related incident.

The site supervisor is responsible for:

2.24. Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.

2.25. Adhering to current guidance at all times when handling needles found on school premises.

External agencies are responsible for:

2.26. Supporting the school with drug, alcohol and tobacco issues as required.

3. Staff Training

3.1. We recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying students who may be at risk annually.

3.2. Teachers and support staff will receive formal drug training during the induction process.

3.3. Teachers and support staff will receive regular and ongoing training as part of their professional development.

4. Drug Education

4.1. All students will receive regular guidance on drugs, alcohol and tobacco as part of the RSHE curriculum.

4.2. Drugs, alcohol and tobacco will feature regularly as part of pastoral education in the form of classes and assemblies.

4.3. Lessons will be delivered as appropriate to the age and phase of the students.



4.4. Where appropriate, visitors and external speakers will lead classes on drug, alcohol and tobacco misuse.

5. Smoking

5.1. In accordance with part 1 of the Health Act 2006, the school is a smoke/vape free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas. 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

5.2. Parents, visitors and staff must not smoke/vape on school grounds and must avoid smoking/vaping in front of students and/or encouraging students to smoke/vape.

5.3. Students are not permitted to bring smoking or nicotine products onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches and pipes.

5.4. In the interest of health and hygiene, smoking/vaping will not be permitted around the school gates.

6. Legal Drugs and Prescribed Medicines

6.1. We understand that some students may require medications that have been prescribed by a doctor or other health professional.

6.2. Parents/carers have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.

6.3. Medicines should only 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.

6.4. Medicines must be provided in the original container as dispensed and must include the instructions for administration and dosage.

7. Solvents

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

7.2. More information can be found in our Health and Safety Policy.



8. Persons Found to be Under the Influence of Drugs, Alcohol or Tobacco.

- 8.1. Staff members found to be under the influence of drugs, alcohol or tobacco whilst on school premises will be disciplined in line with their contract of employment.
- 8.2. Visitors to the school found to be under the influence of drugs, alcohol or tobacco on school grounds will be escorted from the premises. The Headteacher has the authority to ban persistent offenders from the school.
- 8.3. Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs, alcohol or tobacco whilst on school premises will be removed from class and escorted to the Headteacher's office, where they will be assessed.
- 8.4. The student's parent will be contacted and asked to remove the student from the premises.
- 8.5. The student will remain in the Headteacher's office until their parent arrives.
- 8.6. If necessary, a search will be conducted.

9. Alcohol and Drug Related Medical Emergencies

- 9.1. In alcohol and drug related medical emergencies, trained first aiders will be summoned.
- 9.2. A teacher will remain with the casualty until the trained first aider arrives.
- 9.3. Other students will be removed from the immediate area as soon as is reasonably practicable.
- 9.4. Following assessment by the first aider, a decision will be made as to whether an ambulance will be called.
- 9.5. The student's parents will be contacted and told about the incident.
- 9.6. If the student is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.
- 9.7. 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.
- 9.8. The Medical Emergency Procedure will be followed at all times.

10. Threatening Behaviour

- 10.1. Aggressive and threatening behaviour by students, staff or visitors under the influence of drugs or alcohol will be taken very seriously.



10.2. Where aggressive and/or threatening behaviour is displayed, the school will not hesitate to contact the police.

10.3. Any student, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.

10.4. In the case of students, parents will be contacted, and students will be disciplined in line with the school's Behaviour Policy.

11. Searching

11.1. Staff members may use common law to search students for any item with their consent.

11.2. Staff members may ask any student to turn out their pockets.

11.3. Staff members may search any student's backpack or locker.

11.4. Teachers are authorised by the Headteacher to search for any prohibited item including, but not limited to, tobacco, cigarettes, e-cigarettes, cigarette papers, illegal drugs and alcohol, without the consent of the student if they have reasonable grounds for suspecting that the student is in possession of a prohibited item.

11.5. Staff members may require a student to remove outer clothing including hats, scarves, boots, coats and scarves.

11.6. Students' possessions will only be searched in the presence of the student and another member of staff unless there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not practicable to summon another member of staff.

11.7. Searches will be conducted by a same sex member of staff, with another staff member as a witness.

11.8. Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.

11.9. Any staff member, except for security staff, may refuse to conduct a search.

11.10. Staff will consider the additional needs of students with SEND before using reasonable force.

11.11. Staff will adhere to the Physical Restraint and Reasonable Force guidelines when carrying out searches.

11.12. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes 'legal highs' and other potentially harmful materials which cannot immediately be identified.



12. Controlled Substances

12.1. The school has a zero-tolerance policy on illegal drugs.

12.2. 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 alongside the name of any witness/witnesses present.

12.3. The staff member will store the sample in a secure location.

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

12.5. The school will not hesitate in giving the police the name of the student from whom the drugs were taken.

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

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

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

13. Support

13.1. The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, led by the DSLs, staff and students experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.

13.2. Support will be arranged and offered to students in line with the school's Social, Emotional and Mental Health procedures.

14. Discipline

14.1. Students involved in drug and/or alcohol situations on the school premises will be disciplined as per the school's disciplinary procedure and, where appropriate, the police will be informed.

14.2. Where a student is involved in a drug and/or alcohol situation, the Headteacher will decide if it would be appropriate to permanently exclude the student, following the provisions outlined in the school's Behaviour Policy.

14.3. Teachers and other staff members involved in drug and/or alcohol situations on the school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.



14.4. Visitors involved in drug and/or alcohol situations on the school premises will be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

15. Monitoring and Review

15.1. This policy will be reviewed every two years by the Board of Trustees.