



**Penistone Grammar School**

Policy Statement:  
**Drugs and Alcohol  
Policy**

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This policy has been written in consultation with staff, students, parents and Governors. It has been reviewed in **May 2024** and has been approved for implementation by the full Governing Body as dated.



## 1. Statement of Intent

Penistone Grammar School takes a zero-tolerance approach to the misuse of drugs, vapes and alcohol 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 and alcohol.

We are committed to:

- Upholding the Health and Safety Policy already in place at the school
- Providing a safe and healthy environment which is conducive to education
- Providing a robust policy which outlines our zero-tolerance approach to drugs, vapes and alcohol misuse
- Developing and improving the policy by reviewing it after any incident
- Educating pupils on the dangers of drug, vapes and alcohol misuse

## 2. 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'

This policy will be implemented in conjunction with the school's:

- Child Protection and Safeguarding Policy
- Behavioural Policy
- Exclusion Policy

## 3. Key Roles and Responsibilities

The governing board is responsible for:

- Implementing effective policies and procedures are in place to ensure that pupils are kept safe from alcohol, vapes (both nicotine and non- nicotine) and drugs at school
- Ensuring that the Drug and Alcohol Policy is maintained and disseminated to all staff
- Ensuring that pupils experiencing difficulties with alcohol, vapes and/or drugs can access the support they need
- Working with the Principal, Safeguarding Lead and in liaison with parents, pupils, health and other professionals, to ensure that the drug, vapes and alcohol curriculum addresses the needs of pupils and the local community, and reflects current trends
- Ensuring that the designated safeguarding governor submits an annual written report to the governing board concerning drug and alcohol related incidents and concerns

The Principal/ Designated Safeguarding Lead are responsible for, or can delegate responsibility for:

- The day-to-day management of this policy
- Providing a safe environment for all staff, pupils and visitors
- 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, vapes and alcohol
- If appropriate, and where doing so will not place the child at risk, informing parents of any drug, vapes and alcohol related incidents concerning their child
- 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, vape or alcohol related decision, where they deem it appropriate to do so



- Ensuring a consistent approach to managing drug and alcohol incidents whilst still ensuring students are treated as individuals and gathering all information possible
- Ensuring that staff have the skills to teach and discuss issues relating to drugs, vapes and alcohol
- Ensuring that staff and pupils experiencing difficulties with drugs, vapes or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate
- Consulting with pupils to inform provision around drugs, vapes and alcohol education
- Accessing appropriate training to enable them to successfully advise the school on drug, vapes and alcohol matters
- Liaising with local services as necessary to provide support for pupils
- Assisting with the monitoring and review of this policy

Pupils are responsible for:

- Ensuring they do not bring illegal or prohibited drugs, vapes or alcohol onto school premises, giving it to other students on or off site or whilst engaged in any offsite activity representing the school
- Ensuring they do not take drugs, use vapes or consume alcohol whilst travelling to or from school or at any time whilst wearing the school uniform or if they can be identified as being a member of the school community
- Contributing to the development of this policy by providing feedback on the effectiveness of the drugs, vapes and alcohol education provided, and on how incidents are managed

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

- Reporting for work, and remaining throughout the day, in a fit and safe condition to undertake their duties
- Ensuring that their performance and judgement at work is never impaired by alcohol, vapes or drugs
- Understanding how this policy relates to them and their role in drug and alcohol management
- 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

The site manager is responsible for:

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the Principal/DSL

External agencies are responsible for:

- Supporting the school with drug and alcohol issues as required

## 4. Definitions

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
- Vapes

## 5. Staff Training

We recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying pupils who may be at risk annually as part of the safeguarding training, at the start of each academic year.

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





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## 6. Drug Education

All pupils will receive regular guidance on drugs and alcohol as part of the Religious Citizenship Studies curriculum.

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

Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.

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

## 7. Smoking/Vaping

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

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

Pupils, including sixth form pupils over the age of 18, are not permitted to bring smoking or nicotine products including vapes onto the premises. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches and pipes.

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

## 8. Legal drugs and prescribed medicines

We understand 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 should provide the school with all relevant information about their child's medical condition.

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.

Students should not exchange or supply prescribed medication and those who do will be dealt with in the same way as dealing in illegal drugs/legal highs/alcohol.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.

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

## 9. Persons Found to be Under the Influence of Drugs or Alcohol

Staff members found to be under the influence of drugs, vapes or alcohol whilst on school premises will be disciplined in line with their contract of employment.

Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Principal has the authority to ban offenders from the school.



Unless it is a medical emergency, or where there is aggressive, intimidating or threatening behaviour, pupils found to be under the influence of drugs, vapes or alcohol whilst on school premises will be removed from class and escorted to a suitable location, where they will be assessed.

The pupil's parent/carer will be contacted and asked to remove the pupil from the premises or the DSL/DDSL will make an informed decision in terms of police involvement.

The pupil will remain in the suitable location until their parent arrives.

If necessary, a search will be conducted in line with the Searching, Screening and Confiscation section of the school Behaviour Policy.

If necessary, a breathalyser test will be administered by an appropriately trained member of staff. Any pupil refusing a breathalyser test will be considered to have consumed alcohol and will be treated in the same manner as a pupil who has a registered a positive result.

## **10. Medical Emergencies**

In drug related medical emergencies, trained first aiders will be summoned.

A member of staff 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 first aider, a decision will be made as to whether an ambulance will be called.

The School to make every effort to make contact with the child's parent/carer and inform them of the incident.

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

Appropriate medical procedures will be followed at all times.

## **11. Threatening Behaviour**

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

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

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

In the case of pupils, parents will be contacted, and pupils will be disciplined in line with the school's Behavioural Policy.

## **12. Searching**

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

All searches will be conducted in line with the Searching, Screening and Confiscation section of the school Behaviour Policy:

Prior to any search happening the DSL or DDSL will be consulted and informed. If the DSL/DDSL is unavailable the principal will be informed. A search will only ever take place after a consultation with the



DSL has happened. Wherever possible the DSL, DDSL and Head of Behaviour Support will conduct the search (or an immediate member of the Inclusion Team/SLT) unless it is an emergency, and a search is to be conducted there and then for the immediate safety of the student, other students and staff.

- Staff members may ask any pupil to turn out their pockets.
- Staff members may search any pupil's bag or locker.
- Under part 2, section 2 of the Education Act 2011, teachers are authorised by the Principal to search for any prohibited item including, but not limited to, tobacco, vapes, 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 require a pupil to remove outer clothing including hats, scarves, boots and coats
- Pupils' possessions will only be searched in the presence of the pupil 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.
- Searches will be conducted by a same sex member of staff with another staff member as a witness, 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.
- Staff members may use such force as is reasonable given the circumstances when conducting a search for alcohol, illegal drugs or tobacco products.
- Any staff member may refuse to conduct a search.
- Staff will consider the additional needs of pupils with SEND before using reasonable force.
- 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

### 13. Controlled Substances

The school has a zero-tolerance policy on illegal drugs. 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
- The staff member will store the sample in a secure location
- The incident will be reported to the police who will collect the sample and then deal with it in line with agreed protocols
- The school will not hesitate in giving the police the name of the pupil from whom the drugs were taken
- A full incident report will be completed and submitted to the Principal
- 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

### 14. Support

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, staff and 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 pastoral support protocols.

### 15. Discipline

Pupils 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.

Where a pupil is involved in a drug and/or alcohol situation, the Principal will decide if it would be appropriate to exclude the pupil, following the provisions outlined in the school's Exclusion & Suspension Policy.





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.

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.

## **16. Monitoring and Review**

This policy is reviewed every two years by the Principal, DSL and the governing body.  
The schedule review date for this policy is June 2026.