

Three Counties Academy Trust



Pupil Drug and Alcohol Policy

#SG39

Last amended 1st September 2026 (v1.1)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 8th March 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
09.03.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓
01.09.26	1.1	Added summaries and general formatting updates	MF	✓	✓

Contents:

Version history

Policy abbreviations and acronyms

Statement of intent

Member, Trustee, Local Governor and Staff Summary

Parent and Pupil Summary

1. Legal framework
2. Roles and responsibilities
3. Staff training
4. The curriculum
5. Specific types of legal drugs
6. Pupils found to be under the influence of drugs or alcohol

7. Medical emergencies

8. Threatening behaviour

9. Searching

10. Controlled substances

11. Safeguarding

12. Child criminal exploitation (CCE)

13. Managing incidents

Monitoring and review

Appendices

A. Unauthorised drug use reporting form

Trust Glossary

Policy Abbreviations and Acronyms

ACPO	Association of Chief Police Officers
CCE	Child Criminal Exploitation
CEO	Chief Executive Officer
DfE	Department for Education
DSL	Designated Safeguarding Lead
HSE	Health and Safety Executive
PSHE	Personal, Social and Health Education
RSHE	Relationships, Sex and Health Education
SEMH	Social, Emotional and Mental Health
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

NB. Staff roles noted within this policy may also include those staff performing that role in an ‘Acting’ capacity.

Statement of intent

Three Counties Academy Trust (TCAT) 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.

TCAT maintains the view that alcohol and drug use on school premises is entirely unacceptable and adopts a zero-tolerance policy. However, TCAT recognise that this can have a disproportionately negative impact on some pupils, e.g., victims of child criminal exploitation (CCE). For this reason, we aim to foster an approach of supportive discipline, whereby pupils who are facing issues with drugs and alcohol are aided through both internal and external support, as well as disciplinary measures where appropriate, to make more healthy and positive choices and to reframe their attitudes towards drugs and alcohol.

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

Member, Trustee, Local Governor and Staff Summary

Purpose and Strategic Approach

- Maintain a zero-tolerance approach to non-prescription drugs and alcohol on school premises
- Balance sanctions with supportive interventions and safeguarding responses
- Protect pupils from harm associated with drug and alcohol misuse

Governance and Oversight

- Ensure effective policies and procedures are implemented across all schools
- Monitor drug and alcohol related incidents and emerging trends
- Provide assurance that pupils can access support when concerns arise

Leadership Responsibilities

- Ensure consistent management of incidents
- Work with police, health services and other agencies where appropriate
- Inform parents unless doing so would place a pupil at risk
- Maintain compliance with legislation and TCAT requirements

Staff Responsibilities

- Attend training on identifying drug and alcohol misuse
- Recognise signs of dependency, intoxication and exploitation
- Report all concerns promptly to the DSL and school leaders
- Support safeguarding and early help processes

Education and Prevention

- Deliver age-appropriate drug and alcohol education through RHE, RSHE and PSHE

- Use assemblies, pastoral programmes and expert visitors to reinforce key messages
- Promote informed and healthy choices

Incident Management

- Assess pupils found under the influence and provide appropriate supervision
- Conduct searches where legally justified and in line with TCAT policy
- Record incidents and complete required reporting procedures
- Involve emergency services immediately during serious medical incidents

Searching and Confiscation

- Authorised staff may search for prohibited items where reasonable grounds exist
- Confiscated substances must be handled, secured and reported appropriately
- All searches must follow TCAT's searching and confiscation procedures

Safeguarding and Vulnerability

- Recognise drug and alcohol misuse as a potential safeguarding concern
- Consider links to child criminal exploitation, county lines and other forms of abuse
- Provide support and referrals to external agencies where necessary
- Avoid assumptions and assess individual circumstances carefully

Behaviour and Discipline

- Manage incidents in accordance with behaviour and safeguarding policies
- Consider welfare, risk and support needs before deciding on sanctions
- Seek to avoid suspension or exclusion where effective support can address underlying issues

Parent and Pupil Summary

Keeping Pupils Safe

- TCAT does not allow non-prescription drugs or alcohol on school premises or during school activities
- The aim is to keep pupils safe, healthy and able to learn
- Support is provided alongside any necessary sanctions

Learning About Drugs and Alcohol

- Pupils receive age-appropriate education through the curriculum
- Teaching helps pupils understand risks, make informed choices and know where to seek help
- Assemblies, pastoral activities and visitors may support learning

What Counts as a Drug

- The policy covers illegal drugs, alcohol, tobacco, vaping products, solvents, medicines and so-called legal highs
- Misuse of any of these substances may result in school action

If a Pupil is Under the Influence

- The pupil will be supervised and assessed by school leaders
- Parents will normally be contacted unless this could place the pupil at risk
- Support and safeguarding needs will be considered alongside any disciplinary response

Medical Emergencies

- Emergency services will be called where necessary
- Parents will be informed as soon as possible
- The school will follow safeguarding and first aid procedures

Searches and Confiscation

- Staff may search for prohibited items where the law allows and there are reasonable grounds
- Any prohibited substances found may be confiscated and handed to the police where required

Safeguarding and Support

- Drug or alcohol misuse may be a sign that a young person needs help
- The school will provide support and may work with outside agencies
- Pupils are encouraged to speak to a trusted adult if they are worried about themselves or someone else

Child Criminal Exploitation

- Some children may be pressured into drug related activity by others
- The school treats possible exploitation as a safeguarding concern
- Staff will look for warning signs and take action to keep pupils safe

How Parents Can Help

- Talk openly about the risks of drugs and alcohol
- Share concerns with the school at an early stage
- Work in partnership with the school to support healthy choices and wellbeing

1. Legal framework

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

- [Children and Families Act 2014](#)
- [Education Act 2011](#)
- [Health Act 2006](#)
- [DfE 'DfE and ACPO drug advice for schools'](#)
- [DfE 'Keeping children safe in education'](#)
- [DfE 'Mental health and behaviour in schools'](#)
- [DfE 'Searching, Screening and Confiscation'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Primary Relationships and Health Education Policy
- Secondary Relationships, Sex and Health Education (RSHE) Policy
- Suspension and Exclusion Policy (GN18)
- Health and Safety Policy (HS1)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Physical Intervention Policy (SG7)
- Administering Medication Policy (SG20)
- Social, Emotional and Mental Health (SEMH) Policy (SG21)
- Searching, Screening and Confiscation Policy (SG25)
- Sharps Policy (SG53)
- Smoke-Free Policy (ST4)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The Trust Board and where delegated Local Governing Bodies 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 CEO, Executive Headteachers, Headteachers and Heads of School, 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 local community, and reflects current trends
- Ensuring that the designated safeguarding Trustee submits an annual written report to the Trust Board concerning drug and alcohol-related incidents and concerns

Local Governing Bodies specifically will be responsible for:

- Informing the Trust Board of any issue and/or developments concerning drugs, alcohol or any other prohibited substance

The CEO and where delegated Executive Headteachers, Headteachers and Heads of Schools will be responsible for:

- The day-to-day management of this policy
- Working with the Trust Board to ensure compliance with relevant legislation
- Informing the Trust Board of any issues and developments concerning drugs and alcohol, including any received from the LGBs
- 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 schools 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

DSLs will be responsible for:

- Ensuring 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
- Consulting with pupils to inform provision around drugs and alcohol education
- Accessing 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
- Assisting with the monitoring and review of 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 and their Headteacher or Head of School

The Trust Estate Manager and members of the Site Team will be responsible for:

- Regularly checking school premises for signs of drug and alcohol use and reporting any concerns to the DSL
- Adhering to TCAT's Health and Safety Policy and Sharps Policy when handling waste, including clinical waste and sharps found or discarded on TCAT 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 representing their school
- Ensuring they do not take any non-prescription 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

3. Staff training

TCAT 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.

4. The curriculum

At our primary schools, all pupils will receive regular guidance on drugs and alcohol as part of the relationships and health education curriculum, in line with the Primary Relationships and Health Education Policy.

At our secondary school, all pupils will receive regular guidance on drugs and alcohol as part of the RSHE curriculum, in line with the Secondary Relationships, Sex and Health Education (RSHE) Policy.

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

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

5. Specific types of legal drugs

Cigarettes and vaping

In accordance with part 1 of the Health Act 2006 and TCAT's Smoke-Free Policy, TCAT premises are a smoke-free environment – this includes vaping.

Prescribed medicines

TCAT 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 TCAT 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 school.

Each 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.

Each 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 TCAT's Administering Medication 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.

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

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

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, pupils found to be under the influence of drugs or alcohol whilst on TCAT premises will be escorted to the Headteacher/Head of School's office, where they will be assessed.

The Headteacher/Head of School after consultation with the Executive Headteacher where relevant and DSL, will decide whether it is appropriate to notify the pupil's parents. Parents will generally be informed unless the DSL feels there is a safeguarding concern which means that telling the pupil's parents may put them at risk. Where the Headteacher/Head of 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 Headteacher/Head of School's office, or other suitable supervised location until a parent arrives. In the event the Headteacher/Head of School chooses not to inform the pupil's parents, the pupil will be taken to an appropriate supervised space, where they will be provided with the appropriate support. The CEO will be informed of the details of the decision made by the Headteacher/Head of School.

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

7. Medical emergencies

In drug or alcohol-related medical emergencies, 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 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 parents will be telephoned and told about the incident.

An Unauthorised Drug Use Reporting Form will be completed.

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

All accidents and incidents, including near misses or dangerous occurrences, will be reported to the Health and Safety Executive (HSE) as soon as possible in line with TCAT's Health and Safety Policy.

8. Threatening behaviour

Aggressive and threatening behaviour by pupils under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the Headteacher/Head of School will contact the police where necessary.

Any pupil displaying aggressive and/or threatening behaviour will be removed from the premises. If a pupil displays this kind of behaviour, their parents will be contacted, and sanctions will be implemented in line with the individual school's Behaviour Policy.

9. Searching

Under part 2, section 2 of the Education Act 2011, teachers are authorised by the CEO 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 or banned item under legislation or school rules. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified. Any staff member may refuse to conduct a search.

All searches will be conducted in line with the Searching, Screening and Confiscation Policy, and the Physical Intervention Policy where physical contact with a pupil is required.

10. Controlled substances

Where TCAT is unable to identify the legal status of a drug, it will be treated as a controlled substance. Where a legal drug is identified, TCAT 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, the Headteacher/Head of School 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 Headteacher/Head of School will store the sample in a secure location, ideally the school safe, 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.

TCAT is not legally required to give the name of a pupil from whom drugs have been taken to the police. The Headteacher/Head of School in collaboration with the DSL and with advice from the Trust Education Welfare and Safeguarding Support Officer 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 TCAT 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 CEO.

Any further measures will be undertaken in line with TCAT's Child Protection and Safeguarding Policy and Procedures.

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

11. Safeguarding

TCAT 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 is often 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 TCAT's Child Protection and Safeguarding Policy and Procedures and Social, Emotional and Mental Health (SEMH) Policy.

12. 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 home

- 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 and Procedures.

13. Managing incidents

Instances of pupils being involved in drug and/or alcohol incidents will be managed in line with the relevant TCAT and school policies, including the Behaviour Policy, Child Protection and Safeguarding Policy and Procedures, and the Social, Emotional and Mental Health (SEMH) Policy.

Following an incident, the Headteacher/Head of School will work with key members of staff, including as appropriate, the CEO, Executive Headteacher, the Trust Education Welfare and Safeguarding Support Officer and 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 Executive Headteacher or Headteacher in consultation with the Head of School and CEO where appropriate will also be responsible for deciding if it would be appropriate to suspend or exclude the pupil, following the provisions outlined in TCAT's Suspension and Exclusion Policy; however, every effort will be taken to support pupils to adopt more healthy behaviours and choices before resorting to suspension or exclusion. Suspension or exclusion will be avoided wherever possible for pupils whose parents or carers are known to TCAT to misuse alcohol and drugs.

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

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 8th March 2029.

Date approved by the Board Appointed Trustee: 9th March 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 9th March 2026.



Unauthorised drug use reporting form

Guidance on completing this form:

- Do not identify the pupil involved
- Copy the form once completed
- Send a copy of the form to the Headteacher/Head of School who will alert the Executive Headteacher or CEO as appropriate within 24 hours of the incident taking place
- Record the pupil's name and form on the original form and store it securely

What type of incident are you reporting? (Tick as appropriate)

Pupil in possession of unauthorised drugs	☐	Drug paraphernalia found on school premises	☐
Pupil supplying unauthorised drugs on school premises	☐	Disclosure of parental drug misuse	☐
Pupil disclosure of drug use	☐	Parent expressing concern over potential drug misuse	☐
Emergency intoxication	☐	Incident occurring outside school premises	☐

General details		Pupil information	
Date of incident:		Form or Class:	
Time of incident:			
Has the pupil been involved in previous incidents?		Age:	
Incident details			
Drug(s) involved (if known):			
Staff involved:			
Details of incident:			
Has any further action been taken (e.g., contacting the police, pupils and staff informed, other agencies involved)?			
Police incident reference number (if applicable)			
First aid details			
Was first aid given?			

If yes, who gave the first aid?	
Was an ambulance or doctor called?	
Who called them?	
What time were they called?	
Drug details	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
Parental details	
Were parents informed?	
Reason for deciding not to inform parents, where applicable:	

Name of parent informed, where applicable:	
Who informed them of the incident?	
At what time were they informed?	
Administrative details	
Form completed by:	
Job role:	
Signature:	
Follow-up action taken	

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher