

**Three Counties Academy Trust**



# Pupil Drug and Alcohol Policy

## #SG39

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Subject to periodic review. To be reviewed no later than 8<sup>th</sup> March 2029

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## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENCO</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## 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

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

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance and good practice 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)
- 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 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 Executive Headteacher/CEO and Headteacher/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

The Local Governing Body will be responsible for:

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

The Executive Headteacher/CEO and where delegated Headteachers/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

The DSL 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 Headteacher/Head of School

The Trust Estate Manager will be responsible for:

- Regularly checking school premises for signs of drug and alcohol use and reporting any concerns to the DSL
- Adhering to the Health and Safety Policy when handling needles found 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 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/CEO 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 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.

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 Executive Headteacher/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 Executive Headteacher/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 the Executive Headteacher/CEO, 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/CEO in consultation with the Headteacher/Head of School 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

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 8<sup>th</sup> March 2029.

Signed by:

\_\_\_\_\_ Executive Headteacher/CEO

Date: \_\_\_\_\_

\_\_\_\_\_ Board appointed Trustee

Date: \_\_\_\_\_



## 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/CEO 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             | <input type="checkbox"/> | Drug paraphernalia found on school premises          | <input type="checkbox"/> |
| Pupil supplying unauthorised drugs on school premises | <input type="checkbox"/> | Disclosure of parental drug misuse                   | <input type="checkbox"/> |
| Pupil disclosure of drug use                          | <input type="checkbox"/> | Parent expressing concern over potential drug misuse | <input type="checkbox"/> |
| Emergency intoxication                                | <input type="checkbox"/> | Incident occurring outside school premises           | <input type="checkbox"/> |

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?	
<b>Drug details</b>	
Were any drugs found/removed?	
Where were they found/seized?	
Name of witness:	
Signature of witness:	
Disposal arrangements:	
Police incident number (where applicable):	
<b>Parental details</b>	
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?	
<b>Administrative details</b>	
Form completed by:	
Job role:	
Signature:	
<b>Follow-up action taken</b>	