



Twyford
C of E
Academies Trust

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This policy should also be read in conjunction with all other policies and not as a standalone policy.

Aim and Policy

Drug definition

A Drug is defined by the United Nations Office on Drugs & Crime as “A substance people take to change the ways they feel, think or behave. Drugs include medicines, volatile substances, alcohol tobacco, illegal drugs, new psychoactive substances and other unauthorised substances. (DfE Guidance 2012)

In addition, ‘Young people are becoming increasingly aware of, and in some cases using, new psychoactive substances (NPS). These are designed to mimic the effect of illegal drugs but are structurally different enough to avoid being classified as illegal substances under the Misuse of Drugs Act. Despite being labelled as legal these substances are not always safe to use and often contained controlled drugs making them illegal to possess. New psychoactive substances are therefore included in the school drug policy as unauthorised substances and treated as such’. If there is uncertainty about what the substance is, it should be treated as a controlled drug. (DfES guidance 2012).

Authorised drugs

Medicines or legal drugs are only legitimately in school when they are authorised by the School Medical officer. Medicines are managed via the school Medical Team. Solvents or hazardous chemicals may be legitimately used by school staff and students (i.e. in Science) and will be securely stored and managed to prevent inappropriate use or access.

Reasons for this policy

As a Trust, which has as one of its aims to provide a secure and caring environment, Twyford CE High School/Trust Schools condones neither the misuse of drugs, volatile substances and alcohol by members of the school nor the illegal supply of these substances. However, it acknowledges that some of its members will either engage in the use of, or be introduced to, such substances, or know others who are involved. The Trust is committed to the health and safety of all its members and will take action to safeguard their well-being.

The Trust acknowledges the importance of its pastoral role and in particular the role of the Pastoral/Year Teams in the welfare of young people, and through lessons will promote the Governors’ policy on ‘Drugs and Substance Misuse’ by informing and educating students of the serious consequences of drug use and misuse. The Trust takes a pro-active stance on this matter, believing that health education is a vital part of the Personal, Social, Health and Economics education of every student. To protect the safety and well-being of all students and staff, drugs must not be possessed or bought, sold, or otherwise obtained on school premises or during the school day, including when students are travelling to and from school and on school visits.

Fundamental to our school’s values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed and involved at all times. Effective communication and co-operation is essential to the successful implementation of this policy. Whilst we acknowledge that the numbers of young people who use and misuse substances is rising, it is seen as important to recognise that the larger numbers of young people are choosing not to use or misuse substances. We will continue to support their differing needs.

The aims and objectives of this policy are:

1. To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills of refusing to become involved in the misuse of substances.

2. To provide accurate information about substances.
3. To increase understanding about the implications and possible consequences of use and misuse.
4. To widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS.
5. To minimise the possible risks faced by misusing drugs.

These aims are fulfilled through aspects of the students' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver the taught curriculum mainly through the pastoral programme and PSHE workshops-but other opportunities to reinforce learning will occur in other parts of the teaching programme. The school actively co-operates with other agencies, such as Community Police, Social Services, LEA and Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse. Visitors who support the school will be informed of the values held within this policy.

Implementation of the policy

Staff, student and parent expectations

All members of the school community need to be aware of the policy. It will be available to read on the school website. Extracts from it will be in the staff handbook and in the students' planners/diaries. All members of the school community need to be aware of the policy. The policy will be monitored and reviewed by the Governing Body.

All staff are expected to

- Report incidents of drug misuse immediately to the Deputy Head teacher in charge of Pastoral Care, Head of Year or Assistant Head of Year
- Promote positive attitudes towards healthy lifestyles
- Provide accurate information about substances
- Enable young people to identify sources of appropriate support available to them in and out of school.

All pupils are expected to

- Follow the code of conduct and all school rules
- Alert a member of staff to any drug-related incidents on or around the school site
- Work with substance misuse support agency if this has been agreed by school and home.

All parents are encouraged to

- Work in partnership with the school to overcome the misuse of drugs
- Support the school's approach to drugs education

The role of the Headteachers and Governing Body

The Headteachers take overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents, LEA and appropriate outside agencies and for the appointment within the school of the SMSC Lead who will have general responsibility for handling the daily curriculum implementation of this policy. The Headteachers will ensure that all staff dealing with substance issues are adequately supported and trained and follow guidelines outlined in DfES publications.

The Governing Body will be involved in substance education and substance related incidents in the same manner as any other matter concerning the direction of the school.

Regarding the welfare of staff, the school will follow the Local Education Authority Policy on Drug and Alcohol Misuse as part of its Health and Safety Policy, which is designed to reduce to a minimum the possible effects of substance misuse on the user, other employees and the environment.

The Headteachers will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one, and is likely to generate interest from the local and national media, the school will take appropriate advice and guidelines from the LEA Press Office and Legal Department to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

The LEA should be informed as soon as possible via the LEA Advisor for Drugs Education.

This policy will be reviewed every three years by the Pastoral Committee & Student Committee. Responsibility for this and an evaluation of the schemes of work for Drugs Education and Citizenship lies with the Deputy Head teacher (Pastoral) and the Governor responsible for Drugs.

The Policy on Drugs is as follows:

1. To permanently exclude the individual concerned in all cases:

For

- i. Possession of illegal drugs in school
- ii. Supply or intent to supply illegal drugs in or out of school.
(see Types of Drugs on page 8)

2. To exclude for a fixed period of a minimum of 10 (ten) days and a maximum of 15 (fifteen) days depending on the degree of co-operation provided by the students in all cases involving drugs where, following investigation permanent exclusion is not prescribed.
3. To advise the student on agencies providing counselling or drugs education including LBE advisor, counselling from their GP, or the school pastoral teams. This includes all drug related incidents, which come to the attention of the school, either because the student has sought advice or otherwise.
4. To record all incidents relating to the above on the Drugs Related Incidents Report Form. A copy should be placed on the student's file, a copy with the Headteacher.
5. Students are reminded that they are not permitted to bring in any drug (as defined on page 3), except for any medicines prescribed by a healthcare professional for their personal use and authorised by the school medical officer). Furthermore any student caught smoking, drinking or

under the influence of alcohol/solvent will be subject to disciplinary action. Failure to observe the school rules relating to tobacco, alcohol or solvent abuse will result in items being confiscated; parents contacted and may result in a fixed term exclusion.

Discipline

The school will consider the following:

Students may be temporarily excluded from school or placed in isolation whilst an incident is being investigated.

Confidentiality Statement

Students, in contact with pastoral staff and others, may make a disclosure which they may not have shared with parents.

- If the disclosure relates to 'significant harm' to a child, then it is absolutely necessary for the child to know that the member of staff **has** to share this information with the Child Protection team and/or Pastoral Deputy Headteacher.
- Thereafter, a judgement would be made regarding contacting the Social Services child protection team, police, or other relevant body.
- Parents would be contacted by phone and letter, provided they are not part of the disclosure.

Responsibilities of adults working in the school

Any member of staff discovering a suspected illegal substance, should record the place, time, date and circumstances. If at all possible a witness will countersign this. Substances should be handed to the Headteacher or Pastoral Deputy Headteacher.

When a student is discovered to have been using drugs the first priority is to establish whether medical help is required; if so, dial 999 (record on the appropriate form: appendix 3 of Health and Safety Policy). Inform SLT and make a record of the incident as soon as possible.

If a student is found in possession of a suspect substance:

- The student should be asked to give the substance to the member of staff.
- If deemed necessary to carry out a search this will be conducted in line with current DfE guidance (Searching, screening and confiscation).
- Where possible contact the pupil support team to assist with incidents where there may be suspicion of substance misuse or possession of a suspect substance.
- The student should be referred to the Headteacher or Pastoral Deputy Headteacher and substances should be handed to them.
- If a student fails to comply with a search, the Safer Schools Officer should be contacted for further advice.

If a student discloses illegal substance use by a member of their family, this should be treated with extreme sensitivity. Do not give a guarantee of confidentiality. Involve the Head of Year or Deputy Headteacher

The Headteacher (or Pastoral Deputy Headteacher) will decide on any action to be taken.

Curriculum Provision for Drugs Education

The delivery of education about drugs

The above aims will be achieved through the learning experiences of students in the formal and informal curriculum. Drugs education in the school addresses these aims in a planned and coherent fashion.

It is undertaken by staff who are aware of the sensitive nature of their work. All those involved in drugs misuse education will attend relevant courses and produce schemes of work that reflect current knowledge and approach.

It is important that the school's drugs education gives clear and consistent messages about drugs. The Science dept. and the Pastoral team who have access to all students up to and including Year 11, should meet regularly to discuss a co-ordinated approach and will work together to ensure that modules of work complement and supplement each other. Detail of curriculum content is available from the Departments on request.

Assessment, monitoring and evaluation of drug misuse education takes place through lesson observation, student evaluation, and the number of drugs related incidents being recorded (see Fixed Term Exclusion records & easy project referrals for further evidence).

Awareness about drugs misuse is, however, the responsibility and concern of all members of the staff of the school. All should be aware of drug misuse education and how this may relate to their own teaching and their work as a form tutor.

Parents/carers should also be given the opportunity to discuss education about drugs.

Delivery of the Programme

The Pastoral team are responsible for the delivery of the taught programme of study. Wherever possible, outside agencies such as the Police Liaison Officer and theatre groups and guest speakers are brought in to enhance the curriculum.

Reporting events to the authorities

There is no legal obligation to inform police, though they may be able to give relevant support and advice. However, a school cannot knowingly allow its premises to be used for the production, possession or supply of any controlled drug, or the preparation or smoking of cannabis or opium. Where it is suspected that substances are brought onto school premises, continuing to be sold on the premises, detail regarding those involved, as well as much information as possible, will be passed to the School Police Liaison Officer or Community Affairs Department.

External Drugs Penalties (the following section is taken directly from the Drugs penalties section on the Government services information website (www.gov.uk)).

Students may also be subject to external sanctions should a matter be referred to the police.

You can get a fine or prison sentence if you:

- take drugs
- carry drugs

- make drugs
- sell, deal or share drugs (also called 'supplying' them)

The penalties depend on the type of drug or substance, the amount you have, and whether you're also dealing or producing it.

Types of drugs

The maximum penalties for drug possession, supply (selling, dealing or sharing) and production depend on what type or 'class' the drug is.

Class	Drug	Possession	Supply and production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg mephedrone, methoxetamine)	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), piperazines (BZP), khat, nitrous oxide (laughing gas)	Up to 2 years in prison, an unlimited fine or both (except anabolic steroids - it's not an offence to possess them for personal use)	Up to 14 years in prison, an unlimited fine or both
Temporary class drugs*	Some methylphenidate substances (ethylphenidate, 3,4-dichloromethylphenidate (3,4-DCMP), methylphenidate (HDMP-28), isopropylphenidate (IPP or IPPD), 4-methylmethylphenidate, ethylphenidate, propylphenidate) and their simple derivatives	None, but police can take away a suspected temporary class drug	Up to 14 years in prison, an unlimited fine or both

*The government can ban new drugs for 1 year under a 'temporary banning order' while they decide how the drugs should be classified.

Psychoactive substances

You can also get a penalty for 'psychoactive substances'.

You can get up to 7 years in prison, unlimited fine or both if you:

- Carry a psychoactive substance and you intend to supply it
- Make a psychoactive substance
- Sell, deal or share a psychoactive substance (also called supplying them)

Psychoactive substances	Possession	Supply and production
Things that cause hallucinations,	None, unless you're in	Up to 7 years in prison, an

drowsiness or changes in alertness, perception of time and space, mood or empathy with others	prison	unlimited fine or both
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The School will always use the most up to date list of illegal drugs as provided on the Government services information website (www.gov.uk).

Possessing drugs

You may be charged with possessing an illegal substance if you are caught with drugs, whether they are yours or not.

If you're under 18, the police are allowed to tell your parent, guardian or carer that you've been caught with drugs.

Your penalty will depend on:

- the class and quantity of drug
- where you and the drugs were found
- your personal history (previous crimes, including any previous drug offences)
- other aggravating or mitigating factors

Cannabis and Khat - Police can issue a warning or an on-the-spot fine of £90 if you're found with cannabis or khat. You may be able to pay your penalty without getting a formal warning or caution.

If you're repeatedly found with cannabis or khat, your penalty may vary from treatment to their maximum penalty for possession

Dealing or supplying Drugs

The penalty is likely to be more severe if you are found to be supplying drugs (dealing, selling or sharing).

The police will probably charge you if they suspect you of supplying drugs. The amount of drugs found and whether you have a criminal record will affect your penalty

More information

Talk to FRANK has help, information and advice about drugs.

Linked documents : DfE and ACPO drug advice for schools (September 2012)
Reviewed June 2026

Appendix A – Useful Organisations (taken from DfE and ACPO drug advice for schools)

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>