



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

POLICY ON DRUGS, ALCOHOL & SUBSTANCE MISUSE

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Last review: September 2024

Next review: September 2026

Introduction

Brockhurst & Marlston House Schools is committed to the health and safety of its members and will take action to safeguard their well-being. We will actively discourage the use of illegal substances, alcohol or tobacco and the misuse of glue, solvents, prescribed and over-the counter medicines. We acknowledge the importance of our pastoral role in the welfare of young people and through the general ethos of the school, will seek to enable pupils needing support to come forward and strive to promote an individual's personal and social wellbeing.

Purpose of the policy

1. To support the school's endeavour to maintain the safety and well-being of all pupils, staff and visitors
2. To clarify legal responsibilities, entitlements and obligations
3. To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
4. To develop a whole school approach to drug education in the context of the school curriculum

Inclusive definition of drugs

We define a drug as a substance that, when taken into the body, changes the way we feel, the way we perceive things, and the way our body works. This definition includes illegal substances and also legal substances such as alcohol, tobacco, solvents and medicines.

Rationale/key principles

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management.



In order to be able to make informed choices, staff and pupils need to understand the nature of drugs, their social status, their uses and effects.

Boundaries, including relevance of the policy to school trips and visits

The legal definition of premises of the school includes everything within the property boundaries including buildings, playgrounds, sports field and also extends to include other settings such as vehicles or any venue managed by the school at the time of e.g. premises of a school trip or visit. The policy will also relate to pupils use of the premises and grounds beyond the school day.

DRUG EDUCATION

Context

We will provide all pupils with drug education as an integral part of our PHSEE, this is reviewed annually.

Ethos

Drug education in our school aims to enable pupils to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. The programme we follow is based on national and local guidelines for good practice and is appropriate to the age and experience of our pupils.

Content

Drug issues will be reinforced throughout the child's education, matching their increasing understanding and maturity.

Key Stage 1

Children should be introduced to ideas about how to keep healthy and the role of drugs as medicines.

Key Stage 2

Children should be introduced to the fact that whilst all medicines are drugs, not all drugs are medicines. They should also begin to be aware of the harmful effects on health of abuse of tobacco, alcohol and other drugs.

In line with these proposals drug education will be taught as part of the PSHE programme. This will be either within class topics or be specifically taught as and when appropriate.

The drug education programme will provide opportunities for pupils to:

- Explore attitudes and values around drug misuse.
- Practice decision making skills.
- Become aware of peer pressure.
- Develop assertiveness skills.
- Consider the consequences of risk taking.
- Learn how to access sources of help and information.



Emphasise the benefits of a healthy lifestyle.
Evaluate media messages on drug use.

Use of visitors, outside speakers and EVC

Outside agencies may be involved in the planning and teaching of the drug education programme and will be asked to adhere to our school policy. We use visitors to support our planned teacher lead programme of education, in line with national and local guidance. The class teacher is always present when visitors are working with our pupils.

MANAGING DRUG RELATED INCIDENTS

Pupils, staff and visitors on the premises are made aware of the school's drug policy routine arrangements.

Medicines

The school has a procedure for the administration of medicines that must be followed for everyone's safety. Please refer to the First Aid Policy and the Administration of Medicines Policy.

Alcohol

No alcohol will be consumed during the course of a normal school day. Alcohol is not permitted on the school premises except by the permission of the Head, for example, some social gatherings for staff and/or parents by prior arrangement. Any adult under the effects of alcohol will be asked to leave the premises for the safety of the whole school.

Tobacco

All areas accessed by pupils are strictly no smoking at all times. However, we recognise that it is not possible to apply this to private accommodation areas but will approach anyone smoking asking them to be mindful of the pupils. Pupils are not permitted to bring to school smoking materials, including matches and lighters.

Illegal drugs

No illegal drugs are allowed to be brought on to, or used on school premises.

Incidents

A drug related incident may include any of the following:

- Finding drugs, or related items on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours or reports of drug possession supply or drug use.



Guiding principles

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to them. The School's first responsibility is for the welfare of the individual, balanced with the need to protect the community as a whole.

The Head and DSL will normally be responsible for coordinating the management of drug related incidents, offering sources of support and liaising with outside agencies.

The school acknowledges the importance of its pastoral role and will support all concerned in ensuring the well-being of its pupils. The implementation of this policy works in conjunction with the schools Behaviour policy.

PROCEDURES

Medical emergencies

If an individual is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful toxic substance or is otherwise at immediate risk of immediate harm medical help will be sought and first aid given if required. The priority will be the pupil's safety.

Hearsay/Rumour

Drug use is often discovered by hearsay. This should be passed on to the Head and DSL who should record the matter as hearsay evidence, thus enabling a record of teacher's concerns to be compiled. These incidents will be logged on MyConern.

Suspicious Behaviour

Behaviour that could indicate involvement with drugs should also be logged so that patterns of behaviour can be observed and concerns acted upon where necessary.

Finding substances

If a substance or equipment thought to be either illegal or harmful is discovered it should be removed to a place of safe keeping in the presence of a witness from the teaching staff. If the substance is known or suspected to be illegal the police must be informed. If a substance is found on a pupil the above procedure should be followed and the incident recorded including:

Ensure that a second adult witness is present throughout.

Seal the substance in a plastic bag and include details of the date and time of the seizure/find and the witness present.

Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff. Do NOT dispose of the substance since disposal can now only be done by the constabulary.

Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil(s) from whom the drugs were taken but the police advise that this is disclosed. The school should determine their position on this in



advance to ensure consistency of approach.

Record full details of the incident, including the police incident reference number if they are involved.

Inform parents/carers, unless this is not in the best interests of the pupil.

Identify any safeguarding concerns and respond appropriately.

If there is a significant seizure of a suspected illegal substance, schools should inform the police at an early stage; and take steps to minimise handling to aid future forensic investigations.

Any equipment associated with drug misuse should be handled with care, recorded and in the case of such items as needles and syringes, they should be placed in a secure and rigid container for collection by the appropriate person. If these are found on a pupil, the pupil's parents should be informed.

Searching

Storage areas within the school grounds are the property of the school, and the Head, Deputy or DSL may authorise a search of these if there is reasonable suspicion. This must be carried out in the presence of a witness and the named pupil if this applies.

Staff should not search a pupil's property or person but should try to persuade the pupil to voluntarily produce the substance by asking to turn out pockets, or bags. If it is absolutely necessary to search a pupil a police officer will be required, and parents informed as soon as possible. The police officer will only be able to carry out a search if there are reasonable grounds to suspect the pupil is in possession of an illegal substance.

More expansive notes on searching can be found in the Behaviour Policy.

Finding Drugs

If children are found in possession of tobacco, alcohol, glue, solvents or prescribed or over the counter medicines, parents will be informed and appropriate steps taken.

In an emergency arising from an incident involving abuse, the well-being of the pupil is paramount.

In all instances:

separate the child involved from the rest of the group.

decide and implement the next best step in terms of the child's welfare.

inform parents.

Supply of illegal substances

It is an offence to produce or supply any controlled drug on school premises. The police will be involved in such circumstances.



Returning articles which have been confiscated

Articles confiscated and not required by the police must be returned to parents. They will be informed in writing within 24 hours of articles confiscated and an explanation given as to why it is inappropriate to return the article to the child.

Recording

All incidents will be recorded within 24 hours.

Confidentiality

Complete secrecy can never be promised to a pupil. If a pupil chooses to disclose that they are using a drug without medical authorisation, particularly when seeking support, this information will not be used against them notwithstanding any illegal / controlled substances. However, action will be taken to ensure that the pupil comes to no serious harm if this is considered a significant risk. Staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the pupil to be involved in the process. Staff are committed to protect a young person's anonymity where their information may implicate others.

Staff Training and Support

All staff need to understand and support the rationale and aims of drug education and be aware of the legal implications and their responsibilities.