

# Drug & Alcohol Policy

## Documentation Information

<b>Reviewed by:</b>	Ivanhoe School Local Governing Body		
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## **Statement of intent**

Ivanhoe School takes a zero-tolerance approach to the misuse of drugs and alcohol on our premises. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

We are committed to:

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

## 1. Legal framework

1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to the following:

- DfE (2025) ‘Keeping children safe in education’
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006

1.2. This policy will be implemented in conjunction with the school’s:

- Screening, Searches and Confiscation Policy
- Safeguarding Policy
- Health and Safety Policy
- PSHRE Policy
- Administering Medication Policy

## 2. Key roles and responsibilities

2.1. The SLT Pastoral Lead/DSL is responsible for dealing with any alcohol and drug related issues within the school.

## 3. Definitions

3.1. Ivanhoe School defines a “drug” 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 / Vapes
- Solvents

- Medicines
- Legal highs

#### **4. Staff training**

- 4.1. At Ivanhoe, we recognise that early intervention can prevent drug misuse. As such, teachers will receive training in identifying pupils who may be at risk.
- 4.2. Teachers and support staff will receive updates should they be required as part of our ongoing safeguarding processes.

#### **5. Drug education**

- 5.1. All pupils will receive regular guidance on drugs and alcohol as part of the PSHRE curriculum.
- 5.2. Lessons will be delivered as appropriate to the age and phase of the pupils and will be differentiated according to individual learning styles.
- 5.3. Where appropriate, visitors and external speakers will join us to lead assemblies and classes on drug and alcohol misuse.

#### **6. Smoking/Vaping**

- 6.1. In accordance with part 1 of the Health Act 2006, Ivanhoe is a smoke and vape free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.
- 6.2. Parents/carers, visitors and staff must not smoke/vape on school grounds and will avoid smoking/vaping in front of pupils and/or encouraging pupils to smoke/vape.
- 6.3. Pupils are not permitted to bring smoking/vaping or nicotine products onto the premises. This includes, but is not limited to cigarettes, e-cigarettes, vapes, lighters, matches and pipes or any other form of paraphernalia.
- 6.4. In the interest of health and hygiene, smoking/vaping will not be permitted at, or around, the school gates.

#### **7. Legal drugs and prescribed medicines**

- 7.1. We understand that some pupils may require medications that have been prescribed by a doctor, or other health professional.
- 7.2. Parents/carers have the primary responsibility for their child's health and should provide the school with all relevant information about their child's medical condition.
- 7.3. Medicines should only be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.
- 7.4. The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist.
- 7.5. Medicines must be provided in the original container as dispensed and must include the prescriber's instructions for administration and dosage.
- 7.6. Further guidance can be found in the school's Administering Medication Policy.

## **8. Solvents**

- 8.1. Pupils are not permitted to bring solvent based products onto the premises including, but not limited to, aerosol deodorants, compressed air, and aerosol hairspray.
- 8.2. The school will ensure that potentially hazardous solvents are stored safely and pupils will be supervised if they are required to come into contact with them.

## **9. Persons found to be under the influence of drugs or alcohol**

- 9.1. Staff members found to be under the influence of drugs or alcohol whilst on school premises will be disciplined in line with their contract of employment.
- 9.2. Visitors to the school found to be under the influence of drugs or alcohol on school grounds will be escorted from the premises. The Head Teacher has the authority to ban persistent offenders from the school.
- 9.3. 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 school premises will be removed from class and escorted to the Student Hub where they will be assessed, by the SLT member leading on Pastoral/DSL if available or another member of the SLT.
- 9.4. The pupil's parent will be asked to remove the pupil from the premises.
- 9.5. The pupil will remain in a secure area until their parent arrives.
- 9.6. If necessary, a search of the student and student's belongings and identified areas will be conducted.

## **10. Medical emergencies**

- 10.1. In drug related medical emergencies, trained first aiders will be summoned.
- 10.2. A member of staff will remain with the casualty until the trained first aider arrives.
- 10.3. Other pupils will be removed from the immediate area, as soon as is reasonably practicable.
- 10.4. Following assessment by the first aider, a decision will be made to ascertain whether an ambulance will be called.
- 10.5. The pupil's parents/carers will be telephoned and told about the incident.
- 10.6. If the pupil is felt to be at risk, the Safeguarding Policy will come into effect and social services will be contacted.
- 10.7. All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible following the school's Health and Safety Policy.

## **11. Threatening behaviour**

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

- 11.2. Where aggressive and/or threatening behaviour is displayed, Ivanhoe School will not hesitate to contact the police.
- 11.3. Any pupil, staff member or visitor displaying aggressive and/or threatening behaviour will be removed from the premises.
- 11.4. In the case of pupils, parents/carers will be contacted.

## **12. Searching**

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.

Subject to the exception below, the authorised member of staff carrying out the search will be of the same sex as the pupil, and there will be another member of staff present as a witness to the search.

An authorised member of staff of a different sex to the pupil can carry out a search without another member of staff as a witness if:

- The authorised member of staff carrying out the search reasonably believes there is risk that serious harm will be caused to a person if the search is not carried out as a matter of urgency; and
- In the time available, it is not reasonably practicable for the search to be carried out by a member of staff
- who is the same sex as the pupil; or
- It is not reasonably practicable for the search to be carried out in the presence of another member of staff

When an authorised member of staff conducts a search without a witness, they should immediately report this to another member of staff, and make sure a written record of the search is kept.

If the authorised member of staff considers a search to be necessary, but not required urgently, they will seek the advice of the headteacher, designated safeguarding lead (or deputy) or pastoral member of staff who may have more information about the pupil. During this time the pupil will be supervised and kept away from other pupils.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed.

An appropriate location for the search will be found. Where possible, this will be away from other pupils. The search will only take place on the school premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Before carrying out a search the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other pupils or staff at risk
- Consider whether the search would pose a safeguarding risk to the pupil
- Explain to the pupil why they are being searched
- Explain to the pupil what a search entails – e.g. “I will ask you to turn out your pockets and remove your scarf”

- Explain how and where the search will be carried out
- Give the pupil the opportunity to ask questions
- Seek the pupil's co-operation

If the pupil refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will contact the designated safeguarding lead/headteacher to try to determine why the pupil is refusing to comply.

The authorised member of staff will then decide whether to use reasonable force to search the pupil. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the pupil harming themselves or others, damaging property or causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items identified in section 3 of the Behaviour Policy, but not to search for items that are only identified in the school rules.

The authorised member of staff may use a metal detector to assist with the search.

An authorised member of staff may search a pupil's outer clothing, pockets, possessions, desk or locker.

'Outer clothing' includes:

- Any item of clothing that isn't worn wholly next to the skin or immediately over underwear (e.g. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes or boots

### **Searching pupils' possessions**

Possessions means any items that the pupil has or appears to have control of, including:

- Desks
- Lockers
- Bags

A pupil's possessions can be searched for any item if the pupil agrees to the search. If the pupil does not agree to the search, staff can still carry out a search for prohibited items (listed in section 3 of the Behaviour Policy) and items identified in the school rules.

An authorised member of staff can search a pupil's possessions when the pupil and another member of staff are present.

If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

### **Informing the designated safeguarding lead (DSL)**

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item as listed in section 3 of the Behaviour Policy
- If they believe that a search has revealed a safeguarding risk

All searches for prohibited items (listed in section 3 of the Behaviour Policy), including incidents where no items were found, will be recorded in the school's safeguarding system.

### **Informing parents/carers**

Parents/carers will always be informed of any search for a prohibited item (listed in section 3 of the Behaviour Policy). A member of staff will tell the parents/carers as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

### **Support after a search**

Irrespective of whether any items are found as the result of any search, the school will consider whether the pupil may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate.

### **Strip searches**

**WE DO NOT AT ANY TIME CONDUCT A STRIP SEARCH** this means asking students to remove any item of clothing that is immediately next to the skin (this includes socks).

In the case where we believe or suspect the child is in possession of a weapon or an illegal substance and has intent to harm themselves or another we will contact the parents and the police.

## **13. Controlled substances**

- 13.1. Ivanhoe School has a zero-tolerance policy on illegal drugs.
- 13.2. Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and the name of any witness/witnesses present.
- 13.3. The staff member will store the sample in a secure location.
- 13.4. The incident will be reported immediately to the police who will collect the sample and then deal with it in line with agreed protocols.
- 13.5. Ivanhoe School will not hesitate in giving the police the name of the pupil, from whom the drugs were taken.

- 13.6. A full incident report will be completed and submitted to the Designated Safeguarding Lead.
- 13.7. Any further measures will be undertaken in line with the school's Safeguarding Policy.
- 13.8. Where controlled substances are found on school trips away from the school premises, parents/cares of the pupil, as well as local police, will be notified.

#### **14. Discipline**

- 14.1. Pupils involved in drug and/or alcohol situations on school premises will be disciplined as per the school's disciplinary procedure and, where appropriate, the police will be informed.
- 14.2. Teachers and staff members involved in drug and/or alcohol situations on school premises will be disciplined as per their contract of employment and, where appropriate, the police will be informed.
- 14.3. Visitors involved in drug and/or alcohol situations on school premises will be banned from entering school premises indefinitely and, where appropriate, the police will be informed.

#### **15. Monitoring and review**

- 15.1. This policy will be reviewed on an annual basis.