



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

**Policy: Substance Use and Misuse
(including Tobacco and Alcohol)**

Member of Staff Responsible

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Substance Use and Misuse (including Tobacco and Alcohol)

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1. Definitions

For the purpose of this policy the following definition of a substance will apply:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs including alcohol, tobacco/e-cigarettes/vapes, volatile substances, amyl nitrites and new psychoactive drugs ('legal highs').
- All over the counter and prescription medicines (misuse would be taking medication not prescribed for the person)
- Drugs paraphernalia - items such as canisters, cannabis grinders, rolling papers, filters, matches, lighters and pipes.

Substance misuse is the inappropriate use of a drug and includes:

- Unlawful possession or use of a drug
- Unlawfully supplying or intending to supply a drug. A student passing an illegal drug to a fellow student on the school site, irrespective of any money changing hands, would be deemed to be supply
- Inappropriate use of a drug because of time, place, task or responsibility
- Using medicines not in accordance with instructions
- Using drugs in ways which are harmful to health
- Smoking tobacco
- Using e-cigarettes and vapes

2. Policy Aims

- 2.1 To ensure students are aware of their responsibilities in relation to drug issues (medicines, alcohol, tobacco, nicotine solvents and other drugs during school time).
- 2.2 To allow the school to react appropriately and consistently to drug related incidents, so that the behaviour does not jeopardise the health or learning environment of the rest of our students.
- 2.3 To provide a programme of Personal Development which promotes positive attitudes to health and allows young people to develop social and life skills to ensure that they are aware of the dangers of drug use.

3. Where and to whom the policy applies

- 3.1 This policy applies to all staff, students, parents/carers, governors, visitors to school, contractors on site and bus/taxi drivers involved in the transport of students.

3.2. This policy applies to all school buildings and grounds

The exceptions to this are:

- Consumption of alcohol when a licence has been obtained for this purpose by hirers
- Consumption of alcohol at social occasions (when school is closed)
- The taking of medicines following the procedure set out in the 'Staff Handbook.'

4. The School's Priorities in Designing the Policy

- 4.1 The welfare of our young people is paramount.
- 4.2 All legal requirements should be fulfilled.
- 4.3 The good image of the school is upheld

5. Tobacco, Alcohol and Illegal Drug Use

- 5.1 Students must not be in possession of, or use, or attempt to sell or procure tobacco, alcohol or other drugs whilst on the school premises and from the point they leave home to come to school to the point they arrive home after the school day.
- 5.2 Students must not attend school under the influence of alcohol, or any other substance.
- 5.3 The school does not tolerate any student under the influence of or the possession, use or supply of drugs.
- 5.4 Dealing with drug related incidents - in the event of finding or suspecting a student to be in possession of a drug or drugs paraphernalia:
 - Refer this to a member of SLT.
 - Conduct a search of the student in accordance with the [Searching, screening, confiscation and restraint policy](#). Do this in the presence of an adult witness.
 - Ask the student to empty their pockets and bags. If a student refuses, explain to them that the police can be asked to attend.
 - Any drug found should be packed securely and labelled with the date, time and place of discovery. It should be secured within school. Arrangements should be made to hand over the package to the police immediately.
 - If a student is under the influence of a drug, do not leave them unsupervised. Take them to First Aid.
 - Other prohibited items found during a search should also be confiscated.
 - Following the search, whether or not anything was found, record on CPOMS the person searched, the reason for the search, the time and the place, who was present and the outcome of any follow up action.
 - Inform parents, unless this is not in the best interests of the student.
 - If a student's safety is at risk, contact the Designated Safeguarding Lead.
 - Refer to the [Relationships and Behaviour policy](#) when issuing a sanction.
- 5.5 Dealing with tobacco related incidents - it is illegal for any person to smoke on the school site. If a student is caught smoking, in possession of tobacco, cigarettes, e-cigarettes/vapes, with smoking paraphernalia or in the company of students smoking:
 - The student will be taken to a member of SLT.
 - Ask the student to hand over any cigarettes, e-cigarettes or tobacco.
 - Conduct a search of the student in accordance with the [Searching and Confiscation policy](#). Do this in the presence of an adult witness.
 - Other prohibited items found during a search should also be confiscated.
 - Any confiscated cigarettes, e-cigarettes/vapes, tobacco or paraphernalia will not be returned to the student. They will be secured within school until they are destroyed or handed over to the police.
 - Following the search, whether or not anything was found, record on CPOMS the person searched, the reason for the search, the time and the place, who was present and the outcome of any follow up action.
 - Inform parents, unless this is not in the best interests of the student.

- If a student's safety is at risk contact the Designated Safeguarding Lead.
- Refer to the [Relationships and Behaviour policy](#) when issuing a sanction.

6. Personal Development Lessons

All students in Years 7 – 11 participate in Personal Development lessons which include a number of Personal, Social and Health Education units. At different stages of their education they are provided with up to date appropriate information and guidance regarding drugs (including alcohol and smoking). From these lessons, students are encouraged to be able to make positive choices and decisions about their lives which could affect their health and well-being. They will become aware of the risks and consequences of addiction, including legal and social implications and the problems and influences of the behaviour of others within their peer group. They will learn facts about commonly misused substances and the health and social consequences that may result from their use. They will also be informed of school procedures to be followed if they become aware of a drugs related incident.

7. Support for students

The welfare of the student is paramount, and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. We believe that early intervention, where possible, is significant.

Such interventions may include:

- Support and advice in school (Just B Counsellor, Year Manager or Director of School, Tutor or a member of the school safeguarding team)
- Referral to specialist outside agencies for support, e.g. NY Rise, Early Help team
- Working with the Police

8. School Visits and Residential

At the pre-trip parents/carers' meeting, the rules for tobacco, alcohol or other drugs must be made explicit. Abuse of privileges could result in the student being sent home at the parents/carers' expense. They would be contacted immediately and an appropriate plan implemented. The student could be banned from future visits. All visits are non-smoking. The use of illegal substances is governed by the specific country unless the UK law is more stringent.

Staff should initially refer to the OEAP (Outdoor Education Advisory Panel) National Guidance.

Below is the HGS summary, based on recommendations.

8.1 Medicines

Notification of the need for medication and arrangements for security and administration should be in accordance with the procedures set out in the Supporting students with medical conditions.

8.2 **Alcohol (students)**

The use of alcohol by students is not allowed on all School Visits and Residentials.

8.3 **Alcohol (staff)**

The use of alcohol by staff is not allowed on all School Visits and Residentials.

8.4 **Tobacco (students and staff)**

8.4(a) Non-smoking should be the norm on school visits. Adults (staff) should not smoke in face to face situations with children and young people.

8.4(b) The purchase of tobacco products as gifts is not allowed and parents/carers must be advised accordingly.

8.4(c) Any tobacco products which are confiscated for the safety of individuals or a group must be returned to their parents/carers at the end of a visit or trip unless the parent/carer has consented to their disposal by other means.

8.5 **Solvents**

8.5(a) Students must not take aerosols, cigarette lighters and solvent based products with them on visits or trips.

8.5(b) Students and parents/carers should be advised that cigarette lighters and refills are not acceptable presents for a child to buy as a gift.

8.6 **Drugs including cannabis**

8.6(a) Although other countries may have varying interpretations of the law, for example permitting small amounts of cannabis for personal use, school groups should be guided and abide by UK law (unless the law of the country is more stringent). Staff should check the Foreign Office website before departure.

8.6(b) People should not knowingly allow premises they own, manage or have responsibility for, to be used by any person for the supply of a controlled drug or the administration or use of any controlled drug which is unlawfully in that person's possession. It may be held that teachers or other adults are responsible for premises wholly or substantially used by their students, even where ownership of the property lies elsewhere.

8.6(c) Students, parents/carers and all members of any party making a visit to any location should be informed that the possession, use or supply (which includes sharing) of any controlled substance is not acceptable and that any contravention of this may result in disciplinary and/or legal action including an individual or individuals being sent home at their own expense.

Appendix:1

Useful organisations:

NY Rise offers specialist drugs and alcohol support for young people and family support. Aimed at those aged 10-18.

Tel: 08000141480 option 2

Website: <https://www.nyhorizons.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 3817 9410

Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Change uk 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 3907 8480

Email: contact@alcoholchange.org.uk

Website: Alcohol Change UK: Alcohol harms. Time for change. | Alcohol Change UK

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7404 0242

Email: enquiries@ash.org.uk

Website: [Action on Smoking and Health \(ASH\)](http://Action on Smoking and Health (ASH))

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 714 650 (general queries only)

Email: info@coramclc.org.uk

Website: <https://www.childrenslegalcentre.com>

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 7766 9900

Website: <https://www.drinkaware.co.uk/>

Drink line - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0300 123 1110 (lines are open 9am-8pm weekdays, 11am-4pm weekends)

Drug wise 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.

Website: <https://www.drugwise.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: 0300 123 6600
Email: frank@talktofrank.com;
Website: www.talktofrank.com

6 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: 0808 800 2222

Website: www.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.

Text: 07496 959930

Information line: 01785 810762.

Email: info@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044;

Website: <https://www.nhs.uk/smokefree>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.childrenssociety.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>