

Drugs Incident and Education Policy

Approved by Governor committee:
N/A

Date to be reviewed:
July 2026

Responsibility of:
Senior Vice Principal (Inclusion)

Date ratified by Principal:
ELT Meeting - 13th July 2023

1. Statement of Intent

Chelsea Academy is committed to keeping students 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 Academy's approach to supporting students struggling with drugs and alcohol misuse.

The Academy maintains the view that alcohol and drug use on Academy premises is entirely unacceptable; however, we recognise that zero-tolerance policies have a disproportionately negative impact on some students, e.g. victims of child criminal exploitation (CCE). For this reason, we aim to foster an approach of supportive discipline, whereby students 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

In relation to specific types of legal drugs (cigarettes and vaping), in accordance with part 1 of the Health Act 2006 and the school's Smoke-free Policy, the Academy is a smoke-free environment – this includes vaping

Chelsea Academy condones neither the misuse of drugs and alcohol by members of the Academy, nor the illegal supply of these substances. Chelsea Academy is committed to the health and safety of its members and will take action to safeguard their well-being. The Academy acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the Academy, will seek to persuade students in need of support to come forward.

The possession and use of illegal or prescribed drugs in the Academy and on the Academy site is unacceptable. The drugs* covered in this policy are not permitted to be brought into the Academy, used, bought, sold or otherwise obtained on or near the Academy premises at any time during the Academy day, including when students are on Academy visits or in Academy uniform. Unauthorised drugs have no place in the Academy and any authorised drugs that can legitimately be in the Academy are detailed in this policy.

The policy applies to all students and adults working at or for the Academy. Individual exceptions may be made for students who need to take prescribed medicines where appropriate.

2. Legal Framework

The Academy 'Drugs Incident and Education' Policy has been written with close reference and due regard to the [DfE and ACPO Drug Advice for Schools \(updated January 2012\)](#). This policy also has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- **[Updated]** DfE (2022) 'Keeping children safe in education 2022'
- DfE (2018) 'Mental health and behaviour in schools'
- **[Updated]** DfE (2022) 'Searching, Screening and Confiscation'

3. Roles and Responsibilities

The governing board will be responsible for:

- Ensuring that effective policies and procedures are in place to make sure that students are kept safe from alcohol and drugs at school.
- Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
- Ensuring that students experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Principal, and in liaison with staff, parents, students, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHE, addresses the needs of students and the local community, and reflects current trends.

The Principal will be responsible for:

- The day-to-day management of this policy.
- Working with governors to ensure compliance with relevant legislation.
- Informing the governing board of any issues and developments concerning drugs and alcohol.
- Acting on any concerns arising from students' 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.
- 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 students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Consulting with students to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the Academy on drug and alcohol matters.
- Liaising with local services as necessary to provide support for students.
- 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 student's use of drugs and alcohol to the DSL.

The site manager will be responsible for:

- Regularly checking the Academy 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 Academy premises.

Students will be responsible for:

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto the Academy premises or whilst engaged in any off-site activity representing the Academy.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from the Academy, or whilst wearing Academy uniform.
- 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.

4. Principles

Chelsea Academy will use this policy to:

- provide clear guidelines for dealing with drug-related incidents in Academy
- ensure that the Academy adheres to the requirements of the law in dealing with such incidents
- maintain a safe, civilised environment, free from harmful and illegal drug activity.

Chelsea Academy will maintain a safe, civilised environment, free from harmful and illegal drug activity by:

- Aiming to ensure the health, safety and welfare of all members of the Academy community. It will take action in cases of drugs possession, including tobacco or misuse up to and including permanent exclusion to safeguard the well-being of all.
- Aiming to provide a supportive environment and well-structured procedure for any members of the Academy who may require intervention for drug use. Intervention may include “management, education, advice and information and prevention work to reduce the potential for harm”.
- Aiming to work with other local partners, such as other local schools and the police, to develop and share good practice in relation to drugs’ education.
- Seeking, through drugs education, to enable students to make healthy and informed choices by providing opportunities for them to acquire the knowledge, understanding and skills they need to avoid misuse.
- Ensuring objectives of the drugs’ education curriculum are clear:

The objectives of the drugs’ education curriculum are:

- To provide opportunities for all students to acquire knowledge and understanding about drugs use and misuse through access to accurate information about substances;
- To enable students to make healthy, informed choices by increasing knowledge, exploring their own attitudes and the attitudes of others as well as developing and practising skills in mediating peer pressure and managing situations involving drugs;
- To increase understanding about the implications and possible consequences of drug use and misuse;
- To promote a positive attitude to healthy lifestyles;
- To enable young people to identify sources of appropriate personal support;
- To provide a structured, coherent and progressive programme that is delivered through PD and the Science curriculum as part of our Health Education;

Drugs Education across the Academy is led by the Curriculum Leader for Personal Development and the Assistant Principal (Inclusion).

3. Guidelines

This policy not only considers such illegal substances as defined in the Misuse of Drugs Act but also considers the education and sanctions the Academy will undertake with regard to the supplying and use of solvents, alcohol, legal highs tobacco, vaporizer pens and E-cigarettes.

In dealing with drug-related incidents the Academy has a duty of care to the “whole Academy body”. This includes students, employees and members of the public with a legitimate right to be on Academy premises.

Under the Misuse of Drugs Act 1971 it is an offence to allow premises for which you are responsible to be used for smoking cannabis or opium, or the production or supply of controlled drugs.

The remit of this policy applies to conduct whilst on Academy premises, on journeys between Academy and home, on the bus, as well as on Academy visits, journeys and other activities, and when in Academy uniform, whether supervised by staff or not.

The bringing of any harmful or illegal substance or article on to Academy premises is a very serious offence which may result in permanent exclusion.

4. Procedures

The following steps will be taken to ensure that there is a whole Academy approach that encourages ownership and continued awareness amongst the students and wider community:

- Structured Coaching Time sessions as part of the Academy's Pastoral Curriculum
- Off-timetable 'Drop-down' sessions
- Guest speakers
- Specialist drug related theatre and drama productions as appropriate
- Links with supporting agencies, co-ordinated by the Pastoral Team
- Recognising and promoting national or global drug related events, such as World AIDS Day, No Smoking Day, etc.
- Use of notice-boards which are regularly updated with current information and sources of advice
- Parent / Carer workshops
- All drug-related incidents to be documented.
- The Academy response to drug-related incidents will be coordinated by the Principal or the nominated member of staff who is the Senior Vice Principal (Inclusion).

Dealing with suspected drug-related incidents and the misuse of substances in the Academy

Disclosure

If a student makes a disclosure that he / she has been using drugs or misusing substances, we must remember never to promise confidentiality. Disclosure usually indicates a need for help, and the student needs to be made aware straight away that we will need to talk to other adults who are able to help. Such disclosures should be discussed with the Senior Vice Principal (Inclusion) before action is agreed.

Suspicion / Rumour / Allegations

The following lists of warning signs are offered to assist staff in their work. They are not conclusive nor exhaustive:

Warning signs in individuals

- Excessive spending or borrowing of money
- Stealing from parents / carers
- Attendance pattern changes, or sudden unwillingness to participate in Academy activities
- Unusual outbreaks of temper
- Disregard for physical appearance
- Lack of appetite
- Being the subject of rumours
- Having dilated pupils
- Being lethargic / slow

Warning signs in groups

- Being the subjects of rumours
- Exchanging money / objects in suspicious circumstances
- Talking to strangers / ex-students / older people near Academy premises

- Associated briefly with an older student who is not normally part of the group
- Use of drugs slang

Objects or signs which may indicate drug use

- Foil containers – perhaps discoloured by heat
- Heat-discoloured spoons
- Plastic bags or butane gas containers
- Hand rolled cigarettes
- Cardboard or other tubes
- Small bottles, pill boxes
- Lighter fluid
- Metal tins
- Cigarette rolling papers with ripped packaging
- Stamps or similar small items
- An aromatic smell
- Paper (2 inches square) folded to form a square
- Cigarette lighters

All suspicions must be reported to the Senior Vice Principal (Inclusion) who will consider appropriate action including contacting parents / carers and will also inform the Principal.

5. Action

Instances of students being involved in drug and/or alcohol incidents will be managed in line with the relevant Academy policies, including the Behaviour Policy and the Child Protection and Safeguarding Policy.

Following an incident, the principal will work with key members of staff, including the DSL, to assess the student'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 principal will also be responsible for deciding if it would be appropriate to suspend or exclude the student, following the provisions outlined in the Academy's Suspension and Exclusion Policy; however, every effort will be taken to support students to adopt more healthy behaviours and choices before resorting to suspension or exclusion. Suspension or exclusion will be avoided wherever possible for students whose parents or carers are known to the Academy to misuse alcohol and drugs.

Support will be arranged for students involved in any alcohol- or drug-related incidents, in line with relevant Academy policies.

The management of drugs related incidents on the site will take place as follows:

- Any incident involving legal or illegal substances will be considered individually. A variety of responses will be necessary to deal with such incidents, up to and including permanent exclusion. However, permanent exclusion will always be considered as a possible sanction for any student who brings drugs onto the Academy site.
- The Academy will consider very carefully the implications of any action taken. In particular, the needs of the student, those of the Academy community and the situation with regards to the law.
- The Academy recognises the need to work in partnership with parents / carers and will inform them immediately of any concerns that may arise in connection with any young person.
- The Academy will actively work in cooperation with other agencies, e.g. the Youth Offending Team, Safer Schools Officer and community groups as appropriate sources of support.
- Staff who hear students talking about drug misuse will be expected to pass this information onto the relevant Head of Year or Senior Vice Principal (Inclusion).
- The content and teaching methods used in drugs education will be monitored and evaluated by the Assistant Principal (Inclusion) and the Personal Development Curriculum Leader.

- The policy will be reviewed every three years to assess its effectiveness and to ensure it is amended in the light of any legislative changes.
- The Governing Board have delegated approval to the Principal.

Monitoring and evaluation will be through inspections, record keeping and questionnaires directed at staff, parents / carers and young people.

In an emergency where drugs may have been taken:

The procedures for an emergency apply when a child or young person or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented, or who has taken a harmful toxic substance, should be responded to as an emergency.

A staff member's main responsibility is for any student at immediate risk, but they need also to ensure the wellbeing and safety of others. The Academy will always support a staff member's sensible judgement. Staff members should put into practice the Academy's First Aid procedures.

IF YOU ARE IN ANY DOUBT, CALL FOR MEDICAL HELP

Always:

- Assess the situation;
- If a medical emergency, radio / call for a trained first aider and the Senior Vice Principal (Inclusion) or another member of the Leadership Team if this member of staff is unavailable, who will coordinate medical help.

Before assistance arrives:

- If the person is conscious:
 - Ask the person what has happened and to identify any drug used;
 - Collect any drug sample and any vomit for medical analysis;
 - Do not induce vomiting;
 - Keep the person under observation, warm and quiet.
- If the person is unconscious:
 - Ensure that the person can breathe and place in recovery position
 - Do not move the person if a fall is likely to have led to spinal or other serious injury, which may not be obvious
 - Do not give anything by mouth
 - Do not attempt to make the person sit or stand
 - Do not leave the person unattended or in the charge of another student.

When medical help arrives:

Pass on any information available, including vomit and any drug samples.

YOU MUST COMPLETE AN ACCIDENT REPORT FORM AS SOON AS YOU HAVE DEALT WITH THE EMERGENCY.

6. Sanctions

The Academy has clear procedures for dealing with any instances of substance misuse:

- A first instance of possession or use of a harmful or illegal substance may result in a Level B or Level C fixed- term exclusion.
- A second instance of possession or use of a harmful or illegal substance may result in a managed move or permanent exclusion.
- A first instance of possession with intent to supply or pass on, with or without payment, harmful or illegal substances will usually result in a managed move or permanent exclusion.
- The sanctions also apply to the possession or use of alcohol.

Discovery of an illegal substance – procedures:

- The discovery of an illegal substance should be reported immediately to the Senior Vice Principal (Inclusion) who will contact the police and recommend appropriate action to the Principal.
- Any student suspected of being in possession of drugs must be spoken to and dealt with by the Senior Vice Principal (Inclusion) (or Assistant Principal (Inclusion) if the Senior Vice Principal is not available) and at least one other member of staff present.
- If an illegal substance is found on Academy property (or whilst staff / students are engaged in a Academy activity) the item(s), and associated equipment, will be secured; preferably this should be witnessed.
- Careful physical handling is recommended and protective gloves should be worn where possible / necessary.
- Statements must then be taken from the student, and subsequently any other students involved.
- The Academy will co-operate fully with the police in any subsequent investigation.
- Parents / carers will always be informed in cases of possession of illegal or unauthorised drugs in the Academy, whilst on an Academy trip / visit or whilst in Academy uniform (on or off Academy site)

Intoxication

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on Academy premises will be escorted to the DSL's office, where they will be assessed. The school will decide whether it is appropriate to notify the student's parent – parents will generally be informed unless the Academy feels there is a safeguarding concern which means that telling the student's parent may put them at risk. Where the Academy determines parents should be notified, they will be contacted and asked to collect the student from the Academy. The student will be supervised by an adult until their parent arrives. In the event the Academy chooses not to inform the student's parents, the student will be taken to Student Services, where they will be provided with the appropriate support

The student is likely to be sanctioned with a Level C fixed term suspension.

If necessary, a search will be conducted in line with Searching, Screening and Confiscation procedures. Under part 2, section 2 of the Education Act 2011, senior Pastoral staff are authorised by the Principal to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the student, if they have reasonable grounds for suspecting that the student is in possession of a prohibited item. Staff members may use common law to search student 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 item under legislation or Academy rules. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified. All searches will be conducted in line with the Searching, Screening and Confiscation procedures.

Smoking

Students are not permitted to bring tobacco products, vaporizer pens or E-cigarettes into the Academy. Smoking / vaping by students is not permitted on or around Academy site, when a student is on an Academy trip / visit, when a student is travelling to or from the Academy or when the student is in Academy uniform (on or off Academy site).

If a student is caught smoking / vaping on Academy site, they will receive a Level B fixed-term exclusion. If a student is caught smoking / vaping off Academy site but in Academy uniform, they will receive a Level A3 sanction on the Exclusion Hierarchy. If a student is found to be in possession of smoking / vaping materials, either on Academy site or off-site but in Academy uniform, they will receive a Level A1 sanction on the Exclusion Hierarchy.

7. Drugs Education

Principles

- Every student is entitled to learn about drugs and the effects that they have on people and on society.
- All students should be equipped to make informed and responsible choices about the use of drugs and the effects/ consequences of that use.
- Every student is also entitled to know about the legal status of drugs and the implications in law of the use of illegal drugs.
- Drugs education is provided as part of our Science and PD programmes and is an essential part of the curriculum entitlement for all students.

Purposes

- to ensure that students, staff, parents / carers and governors are aware of the significant factors involved in the use of drugs
- to give young people the knowledge and skills to make informed and responsible choices about the use of drugs
- to inform students, staff, parents / carers and governors about the legal status of drug use
- to inform students, staff, parents / carers and governors of the Drugs Incident and Education Policy and Academy rules/consequences about the possession, use and sale of drugs
- to provide opportunities for students to acquire knowledge and understanding about drug use and its effects
- to provide students with information about sources of advice and support on drug related issues
- to increase knowledge of social and personal issues relating to drug use
- to provide factual and accurate information about types of drugs and their effects

Guidelines

Certain aspects of drug education are a statutory requirement as part of the National Curriculum for Science, which states that students should be taught:

- at **Key Stage 3** the effects on health of alcohol abuse, solvent abuse and other drug misuse
- at **Key Stage 4** the effects of solvents, alcohol, tobacco, and other drugs on bodily functions.

Drugs education is included in the curriculum for Personal Development:

Key Stage 3

Areas discussed include self-esteem and peer group pressure in considering how we make decisions. The effects of alcohol in society are discussed and the effects of tobacco. Students learn about how drugs are categorised into legal and illegal substances. The effects of illegal drugs are discussed including the legal aspects. There is further discussion about how to cope with peer group pressure; to consider the reasons why people take drugs.

Key Stage 4

The effects of illegal drugs are revisited through a spiral curriculum (delivered in Year 10 timetabled RE slots following the RE GCSE exam and through the Pastoral Curriculum, Coaching Time sessions / specialised drop down sessions in Year 11). Issues covered include legal status and effects of different illegal and legal drugs, individual case studies of drug misuse, opportunities for reflection on why individuals choose to take drugs, information on organisations which offer support to those concerned about drug related issues.

Key Stage 5

Drugs Education is offered through specialised drop down sessions, structured coaching time discussion and sixth form lecture programme/assemblies.

Safeguarding

The Academy understands that the misuse of drugs and alcohol can often be a sign of underlying issues. All staff are aware that behaviours linked to issues such as drug and alcohol misuse put students in danger. Staff will be particularly alert to the potential need for Early Help for a student who is misusing drugs or

alcohol, or where it is observed or suspected that their parents or family members misuse drugs.

Students 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 students in line with the school's Child Protection and Safeguarding Policy.

All matters relating to Safeguarding and Child Protection are confidential. Students may confide in a member of staff concerning their personal problems. In such cases, staff should declare in advance that they are only willing to accept such a confidence on condition that they are trusted to use the information given in the best interests of the child and may need to share this information with an appropriate member of staff. All Safeguarding and Child Protection concerns should be referred to the student's Head of Year in the first instance.

Child criminal exploitation (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 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 from school and subsequently being found in areas away from their home

Staff members will be aware that illegal drug use or possession by students 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 student's drug-related behaviour before pursuing other support and disciplinary procedures, rather than making assumptions about the student'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.

Monitoring and Review

This policy will be reviewed and updated annually.

Appendix 1

Definitions

Drug

Any psychotropic substance: all legal drugs (including alcohol and tobacco), all illegal drugs, volatile substances, and over-the counter and prescription medicines

Drug misuse

This is defined as:

- the non-medical use of drugs that are only intended for use in medical treatment
- the use of drugs that have no acceptable medical purpose.

Such drugs are controlled under the Misuse of Drugs Act 1971. The Act does not cover solvent abuse.

Drug-related incident

This is defined as:

Drug Policy

Reviewed: July 2023

Evidence or suspicion of a specific event at the Academy involving one or more unauthorised drugs, and requiring immediate action by Academy staff. Examples include students drinking alcohol at the Academy; student discovered bringing slimming tablets to the Academy; student found intoxicated at the Academy; named student reported as having sold cannabis to a friend at the Academy "last week".