

# Hurstbourne Tarrant Church of England Primary School

*'Love of Learning, Love of Life, Love of Christ!'*

## Drug, Alcohol and Smoking Policy (incorporating Management of Drug related Incidents) Statement of Intent



Our School Christian Values = REACH

R=espect    E=ffort    A=im High    C=are and love    H=onesty

Headteacher Signature:	Date: May 2026
Chair of Governors Signature:	Date: May 2026
Date for renewal: May 2029	

### Our School's Christian Vision

*Through 'Love of Learning, Love of Life, Love of Christ,' we aim to ensure that our school is a place which enables children to fulfil their journey together in mutual respect within an environment that enables children to have a positive purpose in life being true to themselves and others.*

### Our School Values

**Respect** – valuing each other and celebrating differences.

**Effort** – always trying our best.

**Aim High** – setting ourselves new challenges.

**Care and Love** – selfless service to others, putting others before ourselves.

**Honesty** – living with integrity, saying what we mean and mean what we're saying.

It is our policy to ensure that the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public will be protected as far as is reasonably practicable. This policy lays down the principles and procedures relating to banned drugs, smoking (including vaping) and consumption of alcohol on the school premises.

### Staff Responsibility

Every member of staff has a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- a. Supporting the school's anti-drugs and anti-smoking, anti- vaping arrangements.
- b. Ensuring that no pupil, member of staff, employee or visitor is on the school premises when under the influence of drugs.
- c. Ensuring that any consumption of alcohol is only done so with the prior permission of the headteacher, that such consumption is reasonable and limited so that persons do not become "under the influence" of alcohol.
- d. Ensuring the school premises remain safe at all times.
- e. Reporting any incident that has led, or could have led, to damage or injury.

### Arrangements

1. The following arrangements for Drugs, Alcohol and Smoking have been drawn up following risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Hurstbourne Tarrant Church of England Primary School and are to be used with the school's procedures and policies as listed at the appendices.
2. In carrying out their normal functions, it is the duty of everyone to do everything possible to prevent causing injury and spreading ill health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.
3. General arrangements and instruction can be summarised as follows:
  - a. Drugs. Any person under the influence of prohibited substances can be a danger to themselves and to others as they are not fully in control of their own actions and may take irrational decisions. Therefore, for the safety of our pupils, members of staff, employees, contractors and visitors, the use of prohibited substances (drugs) is not permitted on the school premises. Anyone found to be, or suspected of being, under the influence of such substances is to be reported to the police with immediate effect.

- b. Smoking and vaping. Because of the damage to health caused by smoking, vaping or the inhalation of smoke, smoking and vaping are not permitted in the school buildings or anywhere on the school premises. This also includes the possible use of cigarettes and vapes by pupils on the playground and King George V Playing Fields at the beginning and end of the school day whilst wearing school uniform. The risk of causing a fire on the premises through carelessness is a further cause for prohibiting smoking. Anyone found smoking or vaping on the premises is to be instructed to stop or extinguish their cigarette/pipe/cigar and is to be reported to the headteacher.
- c. Alcohol. Alcohol is a dangerous drug. Similarly to prohibited substances, the consumption of even a fairly small amount of alcohol can cause individuals to make irrational decisions, which could be a danger to others and to themselves. Therefore the consumption of alcohol in the school buildings or on the school grounds is prohibited. However, it is accepted that on certain social occasions a limited and regulated consumption of alcohol may be permitted with the provisos that
- i. Prior permission has been sought from and granted by the headteacher;
  - ii. The consumption does not take place during school hours;
  - iii. No person who is going to drive after the occasion consumes any alcohol.
  - iv. Persons under the age of 18 do not serve, are not offered and do not consume any alcohol;
  - v. Only a limited amount of alcohol is permitted to each person so that no one becomes “under the influence”.
4. Everyone has a statutory duty to co-operate in fulfilling the school’s objectives in the Statement of Intent and personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.
5. Emergency Services  
Dial 999 to call Fire, Police or Ambulance services and ask for the service required.
6. Visitors and Contractors  
This Policy on Drugs, Alcohol and Smoking applies to all visitors and contractors and their employees.

## Management of Drug Related Incidents

'In School' is taken to mean on school premises, including buildings and grounds. The school policy also applies to off-site activities including visits and school trips. The policy will also relate to pupils' use of the premises and grounds beyond the school day.

### Finding Substances

If a harmful, illegal substance 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 (The PCSO can be contacted for advice).

If a substance is found on a pupil the above procedure should be followed and the incident recorded. This should include:

- The date and time of the find or retrieval
- The size and appearance of the subject
- The names of those concerned
- The action taken

### Searching

Storage areas within the school grounds are the property of the school, and the Headteacher or their representative may authorise a search of these if there is reasonable suspicion. The search 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 him/her to turn out their pockets or bag. If it is absolutely necessary to search a pupil a police officer will be required and parents must be 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.

### Finding Drug Misuse

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 pupils is paramount. In all instances:

- Separate the child involved from the rest of the group
- Decide and implement the next best steps in terms of the child's welfare
- Inform parents

## Returning Articles which have been Confiscated

Articles confiscated, 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 appropriate to return the articles to the child. It will be made clear that there is a time limit of one week for the items to be recovered, or the school will dispose of them.