COGNITA

Drug and Alcohol Policy

Alleyn's Hampstead Nursery & Junior School

September 2026
UK

Registered in England Cognita Limited No 5280910 Registered Office: Seebeck House, One Seebeck Place, Knowlhill, Milton Keynes MK5 8FR

Introduction

1.1 The aim of this Drug and Alcohol Policy is to acknowledge and clarify the school's role in drug prevention and education, and ensure it is appropriate to meet pupils' needs. This policy provides information about drug education, as well as procedures to respond to any drug-related incident.

1.2 This policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to, and concern for, the overall health and well-being of the whole school community. Teachers will need to be confident and skilled to teach drug education and pupils need to receive up to date, relevant and accurate information, as well as support.

1.3 This policy should be read in conjunction with the policies and documents listed on the back page of this document.

2 Statutory Duties

2.1 Schools have a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing drug misuse as part of their pastoral care. Although there is no statutory requirement to have a Drug Policy, it is the advice of the Department of Education (UK), and a requirement for all Cognita schools to have a clear procedure for managing any incidents related to drug and/or alcohol misuse. It is essential to protect staff, parents/carers and children and young people.

2.2 The UK Statutory Framework for the Early Years Foundation Stage (2026) directs the following: Providers must not allow smoking in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present or about to be present, and providers should consider Public Health England advice on their use (para 3.29).

3 Application

3.1 This policy applies to all pupils on roll at the school, including those in the Early Years. It applies when being educated in school, when on educational visits, and when off-site at school related events. This policy applies when pupils are travelling to and from school on public transport. Any responsibilities of 'adults' refers to employees and others acting in a supervisory role with pupils.

3.2 This policy also applies to all adults; staff, visitors, volunteers, and third-party contractors

4 Terminology

4.1 'Drugs' here are taken to mean those that are legal, such as alcohol, tobacco, Vapes/E-Cigarettes and solvents, over the counter and prescribed drugs, and illegal drugs such as cannabis (all associates forms, including, but not limited to edibles, THC pens etc), oral tobacco products e.g. snus; ecstasy, amphetamines, heroin, crack/cocaine, LSD, etc. 'Drugs' also include New Psychoactive Substances (NPS) often referred to as 'Legal Highs'.

5 The School's Stance on Drugs, Health, and the Needs of Pupils

5.1 Possession: It is inappropriate and unacceptable for pupils to **bring** the above drugs into school, have them on their person, consume them before, during and after school and on the way to or from school, including on school visits, etc. Cognita has a strict no smoking policy (including no vaping/e-cigarettes, oral tobacco products) on school sites. The drugs/substances covered by this policy are not to be purchased, sold, or otherwise exchanged during the school day between pupils or while pupils are on school visits.

5.2 Use: The school believes that the use of drugs in school, during the school day, while travelling to/from school or on school trips is inappropriate. Individual exceptions may be only made for pupils who require prescription medicines, where appropriate and with the agreement of the Headteacher in partnership with the child's parents. These arrangements will be recorded on the child's Medical Health Care Plan and regularly reviewed.

6 Policy Framework

6.1 Drugs Education

- The school provides drugs education in the following way:
- Drugs Education The school provides drugs education in the following way: 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. At North Bridge House we aim to do this under the development area of 'Managing Self' which includes health and self-care.

Education of Managing Self:

There are seven areas of learning and development that shape the North Bridge House educational programme in our early years setting. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive and give a sense of well-being. These three areas, the prime areas, are:
• communication and language:
• physical development; and
• personal, social and emotional development.

Our commitment to help children to develop and understand the importance of good health incorporates:
• Physical development, which involves providing opportunities for our young children to be active and interactive; and to develop their co-ordination, control, and movement.
• Our children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food.

• Managing Self: Our children are encouraged to know the importance of good health and physical exercise, and a healthy diet, and how, and are encouraged to talk about ways to keep healthy and safe.
• They are encouraged and supported to manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.
• We encourage and support the children to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.
• Discussions about illness, medicine, going to the doctor or hospital are considered through topic work, such as 'People that help us'.

In KS1, drug and alcohol lessons are set within the wider context of the PSHE Programme and are also taught as part of National Curriculum Science. Content includes topics such as: how to stay healthy and how to take medication safely. When pupils ask questions, we aim to answer them honestly at an age-appropriate level. If it is felt that answering a specific question would involve information at a level inappropriate to the age and development of the rest of the pupils, the question will be dealt with individually at another time.

Outside agencies may be involved in the planning and teaching of staying healthy, which can include taking medicines/drugs. We may use visitors, such as a visit from a dentist or a doctor, to support our planned teacher lead programme of education, in line with national and local guidance. Teaching staff are always present when visitors are working with our pupils and these visitors will be asked to adhere to our school policy.

6.2 Staff Support and Training

The school is committed to providing drug awareness/training on an ongoing needs-led basis for staff involved in drugs education and safeguarding. All new staff are required to read this policy within their induction.

6.3 Management of an Incident

- Where there is evidence or suspicion that a pupil has drugs in their possession, has used drugs or has passed/sold on drugs to another person, the school will initially seek medical attention for the child (ren) if needed as per 7.3. The school will follow, and apply sanctions, according to its Behaviour Policy and its Suspension, Expulsion and Required Removal in Other Circumstances Policy
- The school will follow its Behaviour and Exclusion Policies and may also use its power to search, screen or confiscate items from a pupil (see use of Reasonable Force, Search, Screen, and Confiscate Policy).
- Where it is believed that a parent or carer is under the influence of drugs (including alcohol) on the school premises, they will be asked to leave. If they are due to collect their child, and/or are attempting to drive their child home, and present as being under the influence of drugs (including alcohol), the child will be withheld in school to ensure their safety. Children will not be allowed to walk home to be cared for their parent, if there have been concerns that the parent/carer is under the influence of drugs. The parent or carer will be asked to make alternative arrangements for collection and ongoing supervision of their child (ren) in the home.
- If a parent or carer refuses to leave, and/or displays verbal or physical behaviour that is aggressive or intimidating, the Headteacher or their representative will call the Police.
- Where there are serious or ongoing concerns about the adult's presentation and drug use, the school may consider banning a parent from entering the school site.
- See Appendix B – Responding to incidents involving drugs.

6.4 Police and Emergency Involvement

- The school will immediately refer illegal or unlawful incidents to the Police.
- See Appendix A for guidance on drug situations linked to medical emergencies.

6.5 The Needs of Pupils

The school will exercise its pastoral responsibilities and always look to support pupils and ensure that pupils have access to appropriate support and guidance.

6.6 Information Sharing

If the school has concerns about a child's safety, the school will share information with law enforcement agencies and safeguarding agencies as outlined in the Safeguarding and Child Protection Policy. This includes working in partnership with external agencies.

6.7 Involvement of Parent/Carer(s)

The school will inform parents and carers of any drug related incidents involving their own child, unless in very rare circumstances this would heighten the risk to the child.

6.8 Staff Conduct and Drug Use

All staff are required to adhere to this policy and the Staff Code of Conduct. Staff are subject to the Cognita disciplinary and other HR procedures should they breach policy. Where it is believed that a staff member is under the influence of drugs (including alcohol) on the school premises, they will be asked to leave the site immediately. If a staff member refuses to leave, and/or displays verbal or physical behaviour that is aggressive or intimidating, the Headteacher or their representative will call the Police.

6.9 The Role of the Headteacher

- The Headteacher takes overall responsibility for the implementation of this policy.
- The Headteacher will ensure that all staff dealing with substance issues are adequately trained and supported.
- Cognita cannot knowingly allow premises to be used for the production or supply of any controlled drug. Where it is suspected that substances are being produced, sold or stored on the premises (by pupils or staff), details of those involved, together with as much information as possible, will be automatically passed to the Police.

7 Implementation of this Policy

7.1 Schools are strongly advised to adopt the procedures set out in DfE and ACPO Drug Advice for Schools (DFE-00001-2012) when dealing with incidents involving substance misuse or supply on the premises/during the school day or during school trips and visits, etc.

7.2 The Headteacher should ensure that all staff, parents/carers and pupils are reminded of these procedures on an annual basis.

7.3 Situations requiring first aid will be dealt with immediately as per the school's agreed policies and procedures. Information about emergency help for people who have had a bad reaction to drugs can be found at http://www.talktofrank.com/emergency-help.

7.4 In cases of substance misuse or supply on the premises during the school day or during school visits, medical attention will first be sought where needed as per 7.3.

7.5 At an appropriate time, the case will be discussed with the young person and a written record taken (see Appendix C). Parents/carers will be informed by the Headteacher as soon as possible following an incident. The support of outside agencies will be sought if appropriate, including making referrals to children's Social Care if risk of harm/actual harm is identified for the child misusing/dealing drugs.

7.6 While there is no legal obligation to inform the Police, they may be involved at the discretion of the Headteacher in consultation with the Head of Safeguarding (HOS), and the Managing Director (MD) (Pod). The school will consider each incident individually and will employ a range of responses to deal with individual incidents. The Headteacher will inform the Head of Safeguarding (HOS), and the Managing Director (MD) (Pod) in relation to all drug-related incidents. A Serious Incident Referral Form is to be completed for all incidents related to illegal drugs. Other incidents, taken on a case-by-case basis, may also require a SIRF, as directed by the HOS/Head of Health and Safety.

8 Specific Procedures

8.1 Dealing with Information and Confidentiality

- Schools are an important source of support for pupils experiencing problems with drugs and must ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the young person with the duty to safeguard and promote the welfare of the young person and others. The school Safeguarding and Child Protection Policy and Procedures must be followed. Staff cannot and must not promise confidentiality to the pupil.
- There are important reasons why personal and sensitive information needs to be shared in relation to child protection (e.g. when working with the Police, referral to external agencies, etc.). Data protection legislation, namely, the General Data Protection Regulation (2016, UK) (as amended, extended or re-enacted from time to time) and the Crime and Disorder Act (1998, UK) allow personal information to be shared if there is an over-riding public interest in the first instance, or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information, all efforts should be made to encourage the young person to give their informed consent. If a decision is taken to share confidential information, a written record of any concerns, including the reasons for breaching a pupil's confidentiality, must be made.
- The following questions should also be considered:
  - How serious is the situation?
  - What immediate and significant risk does the young person face?
  - What implications (both positive and negative) could keeping/breaking a confidence have?
  - Could there be a transfer of risk to other children?
  - Could significant harm result from keeping the young person's disclosure confidential?
  - If a confidence needs to be broken, the school should explain to the young person (and parents/carers as appropriate): why the confidence was broken, who will be/has been informed, what will be/was disclosed, how the information will be used and that their privacy will be respected.

8.2 Parental Substance Misuse

- Parental substance misuse has the potential to impact negatively on outcomes for children and young people. 'Hidden Harm: Responding to the Needs of Children of

Problem Drug Users' (2011) estimated that 2-3 per cent of children are affected by problematic parental substance use. This estimate only covers parents with serious dependencies on heroin and crack cocaine and does not account for children affected by alcohol or other drug use in the household.

- Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm, although it may be a contributing factor.
- The DSL or Headteacher will liaise with the Police and/or external agencies where required (see Safeguarding Policy).

8.3 Legal Drugs

The Police will not normally need to be involved in incidents involving legal drugs, but schools may wish to inform trading standards or Police about the inappropriate sale or supply of tobacco, alcohol, e-cigarettes/vapes, some oral tobacco products, or volatile substances to pupils in the area.

8.4 Controlled Drugs (including New Psychoactive Substances)

In taking temporary possession of suspected controlled drugs, the school will:

- 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;
- Identify any safeguarding concerns and respond appropriately (see Safeguarding Policy); and
- 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.

8.5 Searching, Screening and Confiscations

DfE guidance (UK) states that: school staff can search a pupil for any item if the pupil agrees, noting that the ability to give consent may be influenced by the pupil's age or other factors. Headteachers, and staff authorised by them, have a statutory power to search pupils or their possessions without consent *where they have reasonable grounds for suspecting that the pupil may have a prohibited item*. Prohibited items include, but are not limited to alcohol, cigarettes/vapes, oral tobacco products, and illegal drugs. The law says that the person conducting the search may *not* require the pupil to remove any clothing other than outer clothing, and no intimate searches must ever be done. Please see the Use of Reasonable Force, Searching, Screen and Confiscation Policy.

8.6 Use of External Input

- Children and young people often find visitors to school a useful and informative part of their learning, but equally research suggests that for visits to be successful there should be a shared understanding about the nature and content of the session/s. Government guidance is that schools should exercise caution with the use of visitors as there is some evidence that particular messages can have a detrimental impact on young people's

intentions to resist using drugs including alcohol. Particular caution should be used when visitors have had first-hand experience of problematic drug use

- Schools should ensure that visitors are appropriately qualified and trained to deliver work with children and young people in a school setting. They should also be aware of good practice that recommends the avoidance of shocking images and inappropriate descriptions or approaches towards drug use, have a clear understanding of the aims and objectives of the session and have seen and understood this policy.
- Visitors must be briefed on any particular sensitivities and/or vulnerabilities that there may be in the pupil group – these may include identified drug issues by particular pupils or their families – as well as any broader needs within the group. Teachers should negotiate the content of the session which is linked to the broader drug education and RSE/PSHE delivered by the school and relevant to the identified needs of the pupils. Visitors should be made aware by the teacher about the school's protocols for dealing with any disclosures or distress shown by pupils during the session.
- Teachers should be present at all times when such a visitor is in the class and be ready to be an active participant in these sessions. They should ensure that they reflect on the learning from particular sessions with pupils and visitors, assessing the learning, and building skills to support and enable pupils to make healthy choices and to avoid risk-taking behaviour. Teachers should follow-up any unresolved issues or concerns and extend the learning begun by the visitor.
- The Visiting Speaker's form must be completed prior to any visitor running a session. This enables the school to undertake and have a record of their due diligence. Any concerns that arise must be discussed with the visiting speaker prior to final booking.

9 National Support and Advice from Organisations

- Drinkline: A free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 0800 917 8282.
- 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: 0800 800 222.
- FRANK: National drugs awareness campaign to raise awareness among young people and their parents/carers: www.talktofrank.com. Schools can receive free resources, updates, newsletters etc.
- Smokefree: NHS stop smoking support: www.nhs.uk/smokefree.
- FRANK: Advice on what to do to help someone who's having a bad reaction to drugs: www.talktofrank.com/emergency-help.
- Resuscitation Council (UK): Guidelines for resuscitation procedures: www.resus.org.uk/pages/GL2010.pdf.

S J Cartwright - Styles.

Mrs Sarah Cartwright-Styles
Headteacher

Appendix A : Drug situations – medical emergencies

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

The main responsibility is for the pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedures. ***If in any doubt, call medical help.***

Always:

- assess the situation
- if a medical emergency, send for medical help and ambulance

Before assistance arrives

If the person is conscious:

- ask them what has happened and to identify any drug used
- collect any drug sample and vomit for medical analysis
- **do not** induce vomiting
- **do not** chase or over-excite them if intoxicated from inhaling a volatile substance
- keep them under observation, warm and quiet

If the person is unconscious:

- ensure that they can breathe and place in the recovery position
- **do not** move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give them anything by mouth
- **do not** attempt to make them sit or stand
- **do not** leave them unattended or in charge of another pupil
- notify parents/carers

For needle stick(sharps) injuries:

- encourage wound to bleed. **Do not** suck. Wash with soap and water. Dry and apply waterproof dressing
- if used/dirty needle seek advice from a doctor

When medical help arrives

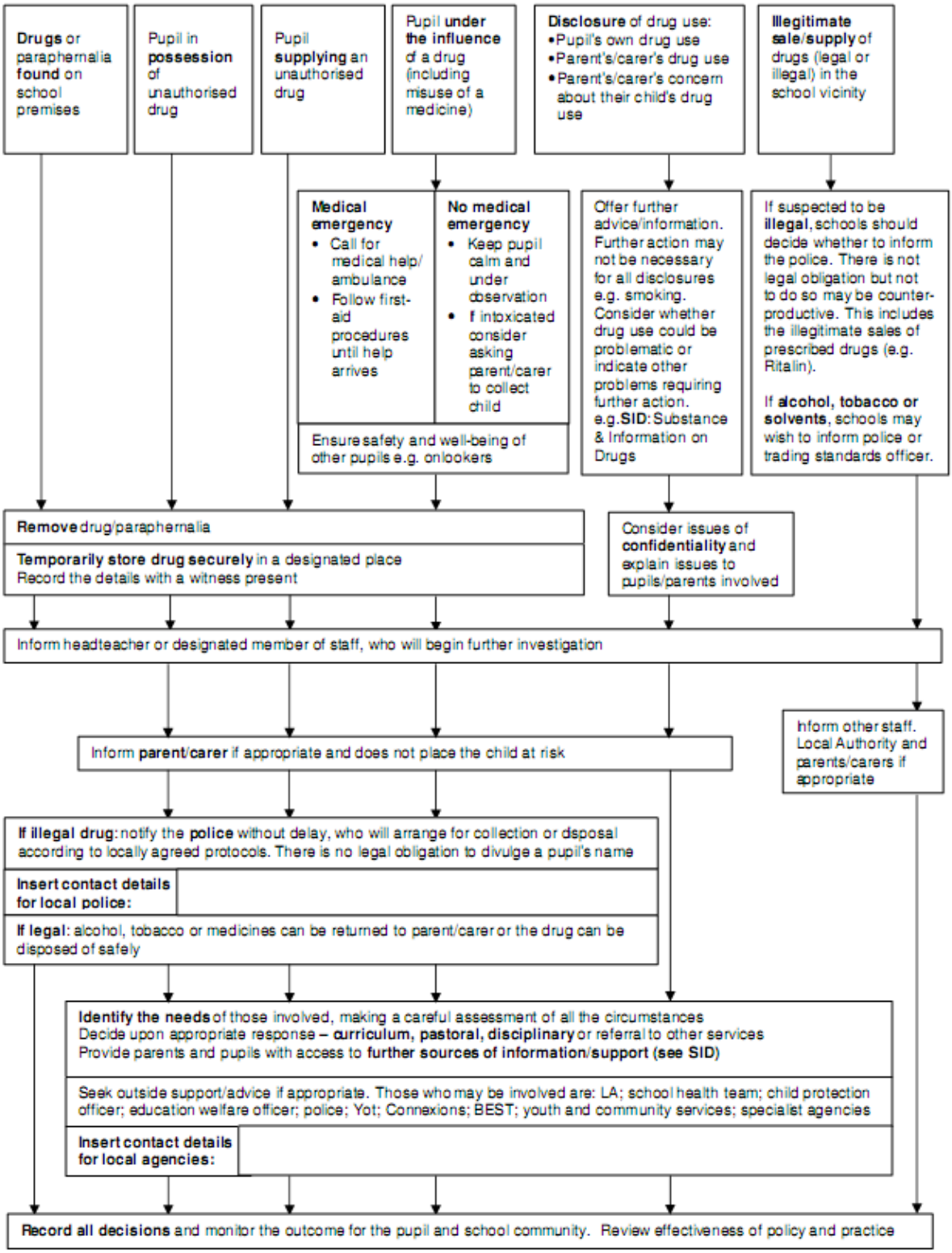
- pass on any information available, including vomit and any drug samples

Complete a medical record form as soon as you have dealt with the emergency.

This form is based on Appendix 9 of *Drugs: guidance for schools.*

"Drugs" refers to **all drugs** including **medicines (prescription and "over the counter"), volatile substances, alcohol, tobacco and illegal drugs**

APPENDIX B: Responding to incidents involving drugs



Appendix C: Record of incident involving unauthorised drug

1 For help and advice, telephone the LA
2 Complete this form WITHOUT identifying the pupil involved
3 Copy the form
4 Send the copy within 24 hours of the incident to the LA
5 KEEP the original, adding the pupil's name and form – store securely

Tick to indicate the category:

Drug or paraphernalia found ON school premises	☐	Pupil disclosure of drug use	☐
Emergency/Intoxication	☐	Disclosure of parent/carer drug misuse	☐
Pupil in possession of unauthorised drug	☐	Parent/care expresses concern	☐
Pupil supplying unauthorised drug on school premises	☐	Incident occurring OFF school premises	☐

Name of pupil * :	Name of school:
Pupil's form * : (*for school records only)	Time of incident:: am/pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil ** :	
Tick box if second or subsequent incident involving same pupil	Report form completed by:

First Aid given? YES NO

First Aid given by: .....

Ambulance/Doctor called? YES NO
(Delete as necessary)

Called by: ..... Time: .....

Drug involved (if known):
(eg. Alcohol, paracetamol, Ecstasy)

Drug found/removed? YES / NO

Where found/seized:
.....

Senior staff involved:

Name and signature of witness:

.....

.....

Disposal arranged with
(police/parents/other): .....

.....

At time:

If police, incident
reference number:

Name of parent/carer informed * :	(* for school records only)
Informed by:	At time:

Brief description of incident (including any physical symptoms):

Other action taken: (e.g. Connexions or other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)

Version control:

Ownership and consultation	
Document Sponsor	Director of Education (Europe and USA)
Document Author / Reviewer	European Director of Education Head of Safeguarding (HOS) - Europe and USA HOS reviewed June 2023 HOS reviewed June 2024 HOS reviewed May 2025
Consultation & Specialist Advice	Consultation with the following schools: Downsend Epsom Pre-Prep School, Breaside Prep School, Hendon Prep School, Salcombe Prep School, North Bridge House Canonbury School, Huddersfield Grammar School, Hastings School Madrid and El Limonar Villamartin. Education Team representative: DE
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	Yes
Italy	Yes
USA	Yes
Greece	Yes
Version control	
Current Review Date	September 2026
Next Review Date	June 2027
Related documentation	
Related documentation	Safeguarding and Child Protection Policy Behaviour Policy Suspension, Expulsion and Required Removal in Other Circumstances Policy SEND Policy Complaint Procedure Educational Visits Policy Health and Safety Policy Curriculum Policy, including PSHEE Code of Conduct Use of Reasonable Force, Restrictive Intervention, and/or Restraint, incorporating Screening, Searching and Confiscation Policy