Drug and Alcohol Policy

Alleyn's Hampstead Senior School

UK

2026

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

COGNITA

THRIVE IN A RAPIDLY EVOLVING WORLD

1. 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. Staff 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 andpupils.

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).

2.3. While there is no specific requirement to hold a no-smoking policy per se, Cognita schools are required to continue to maintain as such. This includes offsite trips and visits. Furthermore, staff must not be under the influence of alcohol or any other substances which may affect their ability to care for pupils as per their Code of Conduct.

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 the 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/Principal in partnership with the pupil's parents. These arrangements will be recorded on the pupil's Medical Health Care Plan and regularly reviewed.

6. Policy Framework

6.1. Drugs Education

- The school provides drugs education in the following way:

  Year 7 PSHEE

  ➢ The Adolescent Brain – alcohol and substance abuse.

  Year 8 PSHEE

➢ Alcohol and drug misuse and pressures relating to drug use.

Year 8 Science

➢ The difference between recreational and medicinal drugs.

➢ The effects of drugs on health and behaviour

➢ Effect of alcohol on health and behaviour.

➢ The effect alcohol has on conception and pregnancy.

➢ The effects of tobacco smoke on health and pregnancy.

Year 9 PSHE

➢ Peer influence and substance use

Year 10 PSHEE

➢ Alcohol awareness

➢ Long- and short-term health risks of alcohol, tobacco and other drug use.

➢ The influence and impact of drugs, gangs, role models and the media

Biology

➢ Smoking and the risk of disease.

o The effects of smoking on cardiovascular disease.
o The effect of smoking on lung disease and lung cancer.
o The effects of smoking on unborn babies.
o Carcinogens as risk factors in cancer.
o Alcohol and other carcinogens
o The effect of alcohol on the liver and brain function.
o The effects of alcohol on unborn babies.
o Carcinogens and ionising radiation as risk factors in cancer

- The school uses the following external support and guidance to deliver its drugs education programme:PSHE Association

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 pupil, the school will initially seek medical attention for the pupil (s) 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 may also use its power to search, screen or confiscate items from a pupil (see Use of Reasonable Force, Restrictive Interventions, and/or Restraint, incorporating Searching, Screening, and Confiscation Policy).
- Where it is believed that parents/carers are under the influence of drugs (including alcohol) on the school premises, they will be asked to leave the school site. 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 pupil will be withheld in school to ensure their safety. If the parent/carers have a vehicle with them, then consideration will be given to informing the Police. Pupils will not be allowed to walk home with their parent/carer and/or to be cared for their parent/carer, if there have been concerns that the parent/carer is under the influence of drugs. In all situations, the parent/carer will be asked to make alternative arrangements for the collection of their child and ongoing supervision of them in the home.
- If a parent/carer refuses to leave the site, and/or displays verbal or physical behaviour that is aggressive or intimidating, the Headteacher/Principal or their representative will call the Police.
- Where there are serious or ongoing concerns about the parent/carer's presentation and drug use, the school may consider banning them from entering the school site. The school will also consider making a referral to the local authority children's Social Care
- 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.
- 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 (see below).
- See above for involvement of the Police should a parent/carer be under the influence of drugs and has a vehicle
- See above for the involvement of the Police should a parent/carer display verbal or physical behaviour that is aggressive or intimidating
- The Police will not normally need to be involved in incidents involving legal drugs, but the Headteacher/Principal 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 (see below)
- 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 they have access to appropriate support and guidance.

6.6. Information Sharing

If the school has concerns about a pupil'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/ carers of any drug related incidents involving their own child, unless in very rare circumstances this would heighten the risk to their 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 this policy.

Where it is believed that a staff member is under the influence of drugs (including alcohol) on the school premises/educational visit, they will be asked to leave the site/location immediately. If a staff member refuses to leave, and/or displays verbal or physical behaviour that is aggressive or intimidating, the Headteacher/Principal or their representative will call the Police.

6.9. The Role of the Headteacher/Principal

- The Headteacher/Principal takes overall responsibility for the implementation of this policy.
- The Headteacher/Principal 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 by the Headteacher/Principal or DSL is the latter is unavailable.

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/Principal must 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 educational 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 pupil and a written record taken (see Appendix C). Parents/carers will be informed by the Headteacher/Principal as soon as possible following an incident. The support of outside agencies will be sought if appropriate, including making referrals to the local authority children's Social Care if risk of harm/actual harm is identified for the pupil misusing/dealing drugs or unmet need.

7.6. The Headteacher/Principal will inform the RSL and the Managing Director (MD) in relation to all drug-related incidents. While there is no legal obligation to inform the Police, they may be involved at the discretion of the Headteacher/Principal in consultation the Regional Safeguarding Lead (RSL), and the Managing Director (MD). The school will consider each incident individually and will employ a range of responses to deal with individual incidents. A Serious Incident Referral Form is to be completed for all incidents related to illegal drugs on the direction of the RSL/Head of Health and Safety. Other incidents, taken on a case-by-case basis, may also require a SIRF, as directed by the RSL/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 pupil with the duty to safeguard and promote the welfare of them and/or other pupils. The school Safeguarding and Child Protection Policy 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, Social Care, when making referral to other 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 pupil and their parents/carers 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 pupil face?
- What implications (both positive and negative) could keeping/breaking a confidence have?
- Could there be a transfer of risk to any other pupils?
- Could significant harm result from keeping the pupil's disclosure confidential?
- If a confidence needs to be broken, the school should explain to the pupil (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/Principal will liaise with the Police and/or external agencies where required (see above for managing incidents, and the Safeguarding and Child Protection Policy).

8.3. Legal Drugs

The Police will not normally need to be involved in incidents involving legal drugs, but the Headteacher/Principal 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 i.e. confiscation of suspected controlled drugs, the school will:

- Ensure that a second staff 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. 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, using Appendix A in the Use of Reasonable Force, Restrictive Intervention, and/or Restraint, incorporating Searching, Screening and Confiscation Policy) including the Police incident reference number if they are involved;
- Inform the pupil's parents/carers;
- Identify any safeguarding concerns and respond appropriately (see Safeguarding and Child Protection Policy); and
- If there is a significant seizure of a suspected illegal substance, inform the Police at an early stage and take steps to minimise handling to aid future forensic investigations.

8.5. Searching, Screening and Confiscation

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/Principals, 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, and/or a concealed illegal 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, Restrictive Interventions, and/or Restraint Policy incorporating Searching, Screening, and Confiscation Policy.

8.6. Use of External Input

Please see the Safeguarding and Child Protection Policy for more information about Visiting Speakers.

- Pupils 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

- All visiting speakers must be agreed by the Headteacher/Principal
- Due diligence must be undertaken. The Visiting Speaker's form (internal Cognita document) must be completed prior to any visitor running a session. This enables the school to undertake and have a record of their checks. Any concerns that arise must be discussed with the visiting speaker prior to final booking, liaising with the DSL as required.
- Schools should ensure that visitors are appropriately qualified and trained to deliver work with pupils 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 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. Staff must 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 staff about the school's protocols for dealing with any disclosures or distress shown by pupils during the session.
- Staff must supervise the visitor at all times when they are in the school 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. Staff must follow-up any unresolved issues or concerns and extend the learning begun by the visitor, liaising with the DSL where relevent

9. National Support and Advice from Organisations (UK)

- 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 pupil 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.

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

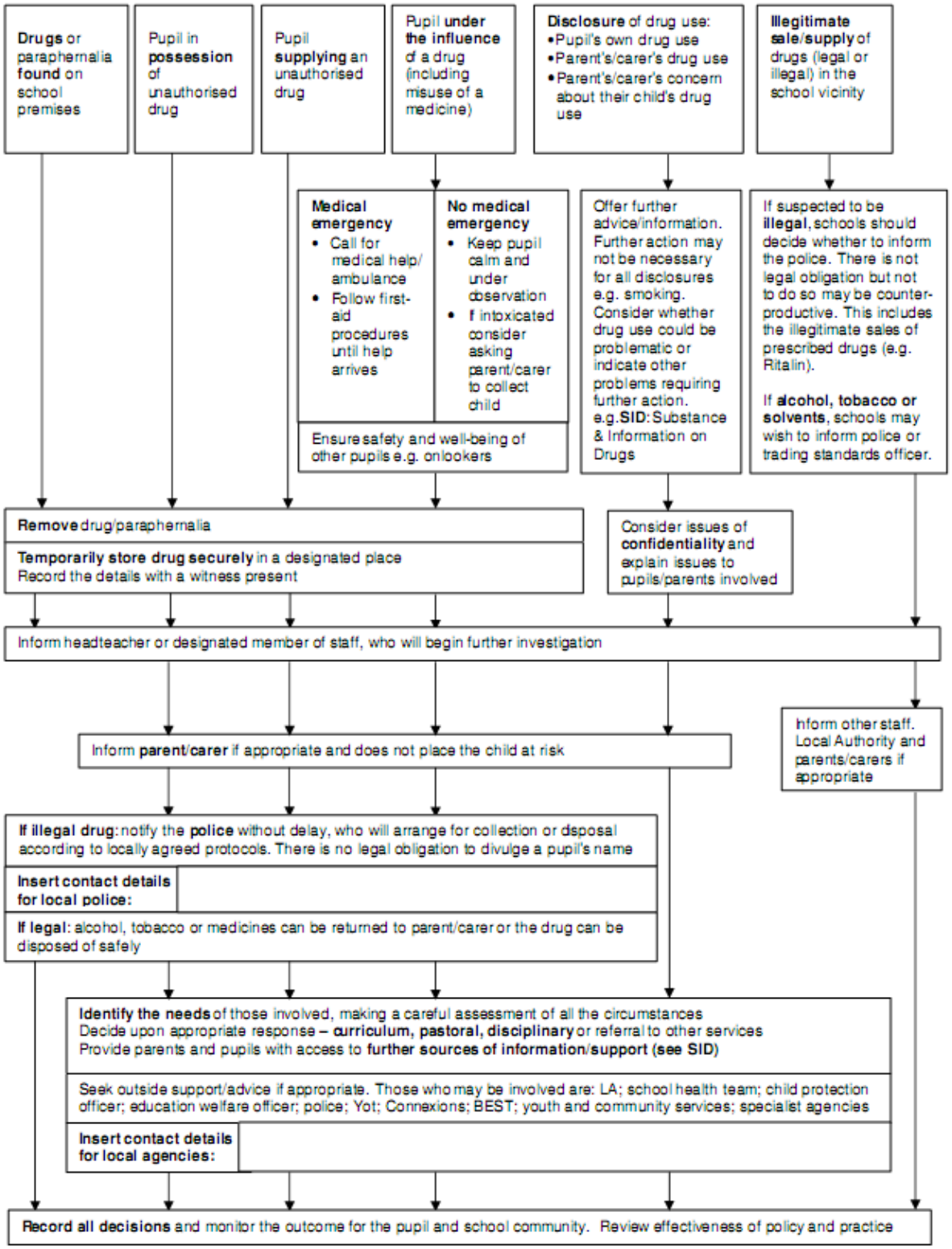
- pass on any information available, including vomit and any drug samples

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 & USA
Document Author / Reviewer	Regional Safeguarding Lead, Europe & USA (RSL) RSL reviewed June 2023 RSL reviewed June 2024 RSL reviewed May 2025 RSL reviewed June 2026
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
Spain	Yes, adapted
Italy	Yes, adapted
Greece	Yes, adapted
Switzerland	Yes, adapted
Austria	Yes, adapted
USA	Yes, adapted
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 RSE Policy Curriculum Policy, including PSHEE Code of Conduct

	Use of Reasonable Force, Restrictive Intervention, and/or Restraint, incorporating Screening, Searching and Confiscation Policy