



**Shoeburyness High School**  
a member of  
Southend East Community Academy Trust

### **Drugs Policy**

**'Building Strong Partnerships, Building Strong Community,  
Building Strong Schools'**

Status: Non-Statutory

Updated: July 2025

Next Review date: July 2027

Reviewed and monitored by: Deputy Headteacher - Pastoral

Lead Member of Staff: J Banks

Signed by Chair of the Academy Committee: *K Howard*



## **Aims of this policy**

- To clarify the legal requirements and responsibilities of the school
- To reinforce and safeguard the health and safety of students and the whole school community
- To clarify the school's approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- To give guidance on developing, implementing and monitoring the drug education programme
- To clarify the procedures for responding to and managing any drug-related incidents that may occur so that they are managed with confidence and consistency and in the best interests of those involved
- To ensure that the response to incidents involving drugs and the drug education programme complement the values and ethos of the school
- To provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- To reinforce the role of the school in contributing to local and national strategies.

## **Policy context**

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse. The Drugs Education Policy has been developed with reference to Department for Education advice and guidance: [DfE and ACPO drug advice for schools \(DfE-000012012\)](#) which is non-statutory and was produced to help answer some of the most common questions raised by school staff in this area.

The drugs education of students takes into account the statutory requirements within the National Curriculum Science Order, the non-statutory framework for PSHEE (SCOPE/RESHAPE) at Key Stages 3 and 4 and the statutory Citizenship Programme of Study at Key Stages 3 and 4.

Other related policies and documents include

- Ethos of the School
- PSHE and Citizenship Policies
- Child Protection/Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Equal Opportunities Policy
- School Visits
- Medical Booklet
- a letter about the use of medication in school
- the school's Code of Conduct.

## **Where and to whom the policy applies**

This policy applies to all school staff, students, parents/carers, governors and other partner agencies working with the school. The policy applies to the school premises, the school day, while travelling to and from school, journeys in school time, work experience, day and residential trips and when the school is deemed to be in loco parentis.

## 1.1 Definition of Drugs

The definition of a drug given by the United Nations office on Drugs and Crime is: “A substance people take to change the way they feel, think or behave”. Here, “drugs” and “drug education” is used to refer to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, e-cigarettes and vapes, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat, alkyl nitrites (known as poppers) and new psychoactive drugs (‘legal highs’)
- all over-the-counter and prescription medicines
- all drugs paraphernalia including; pipes, cigarette papers, filters, grinders etc.

## 1.2 The school’s stance towards drugs, health and the needs of students

The possession, use or supply of illegal and other unauthorised drugs, as defined above, in Shoeburyness High School is not acceptable. The school is committed to safeguarding the health, safety and wellbeing of all members of the school community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care and health and safety of students.

## 1.3 Policy Statement

Shoeburyness High School has a whole-school approach to substance misuse as part of its commitment to being a healthy school. We aim to enable students to make informed choices by increasing their knowledge and providing opportunities for them to explore their own and others’ attitudes.

## 2. RATIONALE AND PURPOSE

The purpose of the School Drugs Policy is to:

- Clarify the legal requirements and responsibilities of the school.
- Protect and safeguard the health and safety of students and others who use the school.
- Clarify the school’s approach to drugs for all staff, parents, governors, parents/carers, outside agencies, volunteers and the wider community.
- The school will play its part in helping students meet the opportunities and challenges of childhood, adolescence and adult life. This includes Health Education, an aspect of which is ‘Drug Education’.
- Enable staff to respond to drugs incidents on school premises with confidence and consistency and in the best interests of those involved.
- In response to our shared concerns at a local and national level, we wish to state that as part of its care for the welfare of its students, Shoeburyness High School believes it has a duty to educate its students on the harms and consequences of drug use and abuse. We take a pro-active stance on this matter, believing that health education is an integral part of the Personal, Social and Health Education (SCOPE and RESHAPE) of every student. Drug awareness lessons appear in every year group’s scheme of work.
- Whilst we acknowledge that the numbers of young people who use and misuse substances is rising, we believe it is important to recognise that large numbers of students are choosing not to use or misuse substances.

- Ensure that the response to incidents involving drugs underlines the overall approach to drug education and the values and ethos of the school.
- Work with other schools to reinforce the message that drugs will not be tolerated in educational establishments.

### **3. GUIDING PRINCIPLES**

Shoeburyness High School believes and supports the following educational aims in respect of drug and substance use and misuse:

- To enable students to make healthy informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of drug use and misuse.
- To encourage an understanding for those experiencing or likely to experience substance use.
- To widen understanding about related health and social issues, e.g. sex and sexuality, crime (including Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)) and County Lines, H.I.V. and AIDS.
- To enable students to identify sources of appropriate personal support.

These aims are fulfilled through aspects of the students' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver the taught curriculum mainly through SCOPE, RESHAPE, Science and Religious Education, but opportunities to reinforce learning occur in other teaching areas of the curriculum and in assemblies. Shoeburyness High School actively co-operates with other agencies such as the Police, Social Services, LA and Health and Drug agencies to deliver its commitment on Drugs Education and to deal with incidents of substance use and misuse.

### **4. DRUGS EDUCATION**

#### **4.1 Aims of Drug Education**

Drug education is a major component of drug prevention.

The following aims of drug education at Shoeburyness High School will be consistent with the values and ethos of the school and laws of society as well as being appropriate to the age, ability and maturity of the students, and relevant to their particular circumstances:

- To increase students' knowledge and understanding and clarify misconceptions about
  - the short and long-term effects and risks of drugs
  - the rules and laws relating to drugs
  - the impact of drugs on individuals, families and communities
  - local and national use
  - the complex moral, social, emotional and political issues surrounding drugs
  - the risk associated with 'county lines' and gang-related drugs issues
- To develop students' personal and social skills to make informed decisions and keep themselves safe and healthy, including
  - promoting positive attitudes to healthy lifestyles
  - assessing, avoiding and managing risk
  - communicating effectively

- resisting pressures
  - finding information, help and advice
  - devising problem-solving and coping strategies
  - developing and maintaining self-awareness and self-esteem in order to motivate them to value their welfare and conscientious care of themselves
- To enable students to explore their own and other peoples' attitudes towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

To ensure that students have access to and knowledge of up to date information as sources of help. This includes local and national helplines (including Talk To FRANK for drugs, NHS Smoking Services for tobacco and vaping), local youth and community services and drug services. These sources are used in addition to the school's own drug and alcohol education

#### **4. DEALING WITH DRUG RELATED INCIDENTS**

The school will operate a zero-tolerance policy towards drug use or supply on the premises. This will include students arriving at school under the influence of substances, including alcohol.

When dealing with drug-related incidents all incidents should be recorded (see Appendix 2 for a copy of the form) and the following procedures will apply:

##### **4.1 Suspected Intoxication**

If a student is found to be or suspected of being under the influence of drugs or alcohol, a senior member of staff will be notified and the student's family informed. Unless this is a persistent occurrence, the student will be referred to the Young People's Drugs and Alcohol Team (YPDAT). Additionally, the student may be referred to OpenRoad/the Young Person Drug and Alcohol Service (YPDAS).

##### **4.2 Suspected Possession of Alcohol or Drugs**

If a teacher suspects that a student is in possession of alcohol or drugs he/she will inform a senior member of staff.

- The person will be interviewed and a record of this taken (see Appendix 2), on condition that they are coherent at the time.
- The person will not be physically searched by staff (see point 4.4 – this will be conducted by a member of the Senior Leadership Team).
- Where necessary i.e. a refusal to comply with the school's attempts to investigate the issue, the police service will be informed and advice will be sought.
- Where there is sufficient cause to believe that the person has been involved in prohibited activity involving substance abuse the parents or carers will be informed by the senior member of staff.
- The senior member of staff will liaise with the headteacher in managing any media contact.

NB: Police attendance/Ambulance personnel may well be contacted for support.

The senior member of staff will be responsible for keeping an accurate and up-to-date record of any incidents including actions taken. The Trust CEO will be informed and they will relay this information to the Local Governing Body as necessary.

If a student is found to be supplying drugs to others, the Police will be informed and, unless there are exceptional circumstances, the school will consider permanent exclusion and at the same time refer the student for support to an appropriate agency.

#### **4.3 Suspected Supplying of Drugs outside school premises**

If it is suspected that students are involved in the supply of drugs outside the school, the police and parents will be contacted.

(See also Appendix 1: the flowchart for 'Managing Drug Incidents')

#### **4.4 When searching a young person with their consent, it should be done in the following manner:**

- gain consent of young person
- the member of staff should be a member of the Senior Leadership Team (SLT) and should be of the same gender as the person being searched
- a second member of staff should be present to witness the search
- the search should be carried out in private
- only outer garments should be searched
- if necessary, student lockers may be searched if it is suspected drugs are stored within them
- anything found must be recorded and the signature of the young person should be obtained, if possible.
- Parents/Guardians of under 18's must be informed of the search – whether or not anything is found.

#### **4.5 Handling Illegal Substances**

Shoeburyness High School does not expect teaching staff to destroy illegal substances. Any illegal substances found by teaching staff under any circumstances will be confiscated and must be handed over to the police at the earliest possible opportunity. The 'find' must be witnessed by at least one other staff member in addition to the finder, the fact recorded and the drug held in a safe location until the police have dealt with the matter.

Be sure to include the following information:

- Description of item
- Time, date and place of seizure
- Full details from whom item seized and under what circumstances
- Details of member of staff seizing the item
- Signatures of witness(es)

Any confiscated substance will be sealed and placed in the school safe whilst awaiting collection by the police.

### **5. ALCOHOL**

Alcohol is easily accessible and socially acceptable in most, but not all, cultural groups. Taken in excess it has been associated with a range of risk-taking behaviour, including unprotected sex and driving accidents. Young people, from an early age, develop a sophisticated awareness of alcohol and drinking behaviour.

Information about alcohol, related to the previously stated aims of the school SCOPE/RESHAPE programme, is offered as part of an ongoing spiral curriculum.

If students are found with alcohol in school, this will be confiscated and parents/guardians informed.

Students misusing alcohol in school, coming into school under the influence of alcohol or bringing alcohol into school to give or sell to other students are likely to receive a suspension. Serious anti-social behaviour may lead to permanent exclusion.

Students whom we believe to be at risk from alcohol abuse will normally receive guidance, parents will be informed and a referral made to an appropriate agency, their GP, School Nurse or Social Services.

Under the Licensing Act 1964, it is an offence to sell alcohol without a licence. This prevents the sale of alcohol at school events unless an occasional licence has been obtained under the Licensing (Occasional Permissions) Act 1983. It is also an offence to sell alcohol to anyone under the age of 18. No licence is needed by the school to offer alcohol at school events (i.e. where no sale takes place) or to store alcohol on the school premises. The school has successfully applied for an alcohol licence and as a result we have a nominated person who has got the necessary licence.

## **6. SMOKING/VAPING**

### **6.1 Students**

Shoeburyness High School has a non-smoking policy which does not allow smoking on the school site at any time. This also includes vaping.

Smoking remains the largest preventable cause of death, with smoking related diseases accounting for some 90,000 deaths a year in England. Increasingly there are widening concerns about the impact of vaping on the respiratory systems of young people.

The Children and Young Persons (Protection from Tobacco) Act 2007 has increased the penalties for selling tobacco to children under the age of 18. Young people begin to smoke for a variety of reasons, peer pressure, to feel grown up, weight control, family patterns or because they enjoy it.

Schools can influence their decision about smoking and vaping by explaining the facts about the health risks. The SCOPE/RESHAPE programme targets this aspect. It is school policy that in order to provide a healthy environment and to reduce the peer pressure, students are not permitted to smoke or vape anywhere on the school site or on school trips.

Please note that the school will challenge any student smoking/vaping whilst wearing school uniform as this could bring the school into disrepute.

If students do smoke/vape they will be warned about the health risks to themselves and others and parents/carers will be informed. Cigarettes, vapes, lighters and matches will be confiscated and parents/carers informed.

A range of disciplinary steps may be taken, including detention, internal isolation or a suspension. Students may also be referred to the School Nurse, GP or other agencies for help and counselling.

Shoeburyness High School is able to seek advice and support external agencies within Southend-on-Sea.

## **6.2 Adults**

The smoking policy applies to all visitors to the school, parents, staff, suppliers and repairs and maintenance personnel. There should be clearly worded signs to announce the policy. Staff will inform visitors of the policy when necessary.

## **7. SOLVENT MISUSE**

This involves the deliberate inhalation of an intoxicating substance to achieve a change in mental state.

Solvent misuse carries a distinctive, worrying and real risk of sudden death, even on first use. It raises similar fears to other types of drug misuse and may also be a 'gateway' into illegal drug misuse.

The possession of solvent substances is not illegal. It is, however, an offence to supply a substance to a person under 18, where knowingly, or where there is a reasonable cause to believe that its fumes will be used for the purpose of causing intoxication. Unfortunately, the wide variety of solvent substances in use in the home and workplace (including adhesives, aerosol gases, cigarette lighter refills, paint strippers and typewriter correction fluid) makes them easily accessible.

As part of health and safety measures, the school will take the steps to control the movement and safe storage of solvent substances on school premises.

The dangers and risks associated with solvent substance misuse form part of the school's SCOPE/RESHAPE programme.

If a student is caught in school using a solvent substance, staff are instructed to speak quietly and calmly and to immediately take the student to the medical room. There is a very real risk of heart failure should the student receive a shock at this stage. Medical attention must be sought without delay and parents/carers sent for.

Students who use or supply solvent substances to other students, either on or off premises, may be referred to the Police or face the possibility of a fixed term on-site or permanent exclusion.

## **8. EARLY INTERVENTION**

The school has a key role in identifying students at risk of drug misuse. The process of identifying needs should aim to distinguish between students who require general information, those who could benefit from targeted prevention, and those who require a detailed needs assessment and more intensive support.

The school will also be alert to behaviour which might indicate that the student is experiencing difficult home circumstances. Where problems are observed or suspected or if a student chooses to disclose that there are difficulties at home, safeguarding procedures will be followed. This may include involving sources of support for the child such as Children's Social Care and Youth Service

All incidents of early intervention and the reasons for it, the possession of or actual use of drugs will be recorded on CPOMS and a referral to Children Single Point of Contact (CSPOC) made.

## **9. MONITORING AND EVALUATION ARRANGEMENTS**

The Headteacher, in consultation with the staff, will undertake systematic monitoring and conduct regular reviews of the drugs policy and procedures in order to evaluate the policy to ensure that the operation is effective, fair and consistent.

The Academy Committee will regularly review this policy and associated procedures to ensure its continuing appropriateness and effectiveness. This monitoring and evaluation will take place in consultation with the Headteacher, staff, students and parents.

The outcome of the monitoring and evaluation will be communicated to all those involved, as appropriate.

## **10. ROLES AND RESPONSIBILITIES**

### The role of the Headteacher and the Academy Committee

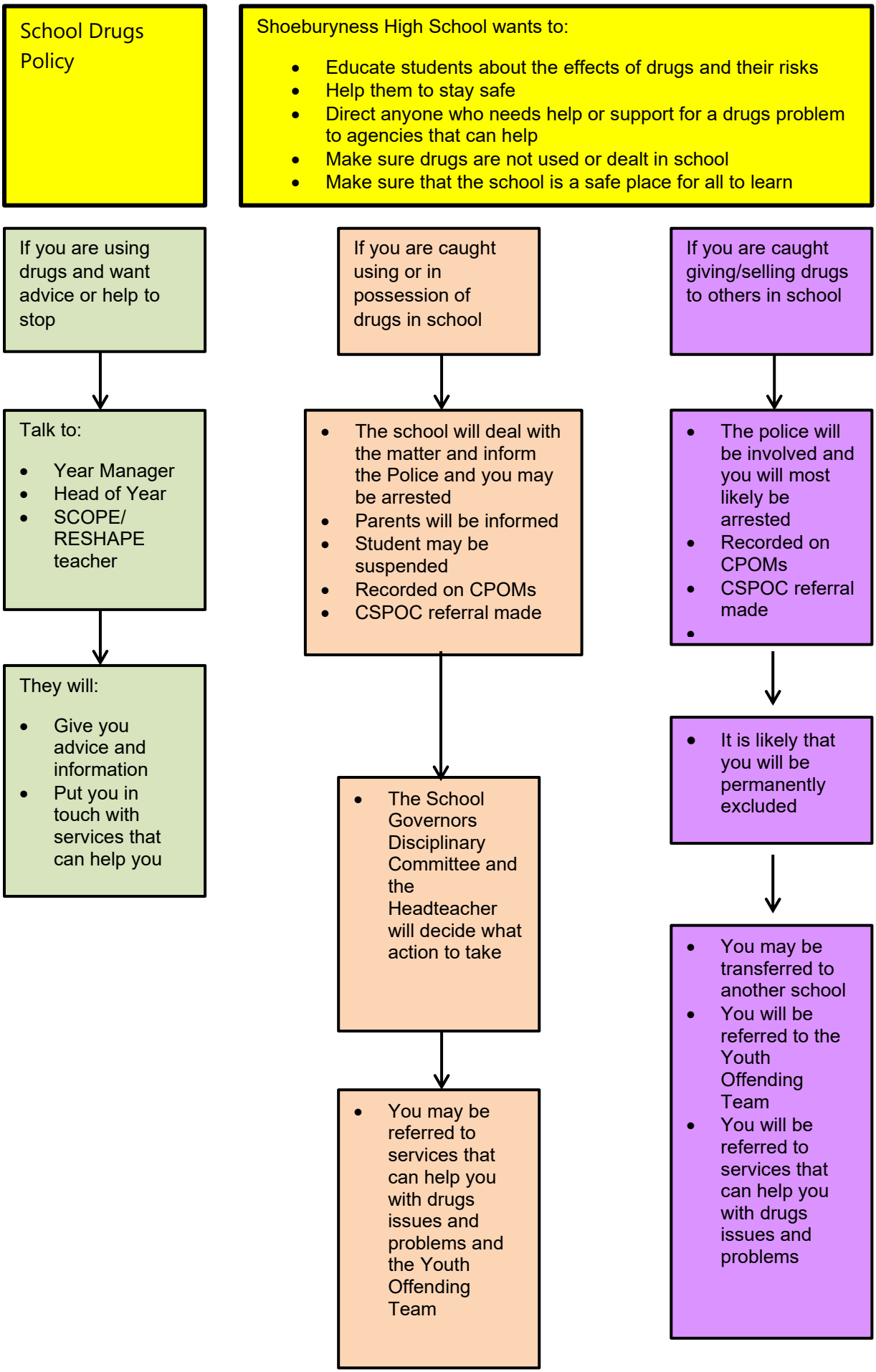
The Headteacher takes overall responsibility for the policy and its implementation and for liaison with the Deputy Head responsible for pastoral care, Health Education Co-ordinator, Academy Committee, Parents, LA and appropriate agencies. The Headteacher will ensure that all staff dealing with substance issues are adequately supported and trained.

## **11. SUPPORT ORGANISATIONS**

A list of useful organisations that provide support to the needs of young people and their parents – see Appendix 3.

## **12. LINKS TO OTHER POLICIES AND DOCUMENTS**

- Anti bullying
- Behaviour
- Child Protection
- Education of students with medical needs
- Restraint of students



**Appendix 2:**

<b>Drug Related Incident Report Form</b>	
Please complete this incident report form electronically, save and e-mail to the appropriate senior staff member responsible for dealing with drug related incidents	
Member of Staff:	Date Report Completed:
<b>1. Incident Details</b>	
Date of Incident:	Time of Incident:
Name of Student:	Form or Class:
Is this the first incident? YES / NO	If NO, how many other incidents:
Suspected drug involved:	Sample drug found: YES / NO
If found, where retained:	Name of witness:
<b>2. Brief Description of Incident</b>	
<b>3. Additional External Support</b>	
First aid given: YES / NO	First aid given by:
Ambulance called: YES / NO	Called by:
Parent/Carer to be called: YES / NO	Parent/Carer to be called by:
Drug Agency to be called: YES / NO	Drug Agency to be called by:
Record on CPOMs by: Date:	Referral made to CSPOC by: Date:

**Appendix 3:**

Support organisations can be found in the Wellbeing section of the school website