



Shoreham Academy

The best in everyone™

Part of United Learning

SHOREHAM ACADEMY

Drugs Policy

Updated July 2025

Next review July 2026

The purpose of the Academy Drug Policy

This policy has been written, taking into account national and local guidance, in particular, guidance from the DfE and ACPO drugs advice for schools 2012.

The aim of this policy is to acknowledge and clarify the role of the Academy in drug prevention and education and ensure it is appropriate to students' needs. The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support-staff and outside agencies or individuals.

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

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the Academy's behaviour policy. This drugs policy should also be read in conjunction with the PSHE policy, and discipline/behaviour policy. As a matter of course, all staff, parents/carers and students are reminded of this policy on an annual basis. This policy applies at all times to the Academy premises, Academy transport as well as Academy visits / trips / fieldwork / residential etc.

Definition: "Drugs" are taken here to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. The Academy believes that the possession and or use of such drugs in the Academy, during the Academy day or when on Academy business or visits offsite, or while travelling to and from the Academy, or in the vicinity of the Academy is inappropriate. The drugs / substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto Academy premises, or while students are on Academy visits. Individual exceptions may be made for students who require prescription medicines where appropriate and are subject to written approval by the Principal.

Where and to whom the policy applies

This policy applies to all staff, students, parents/carers, governors and partner agencies working in Shoreham Academy. It includes journeys to and from the Academy in Academy uniform, work experience, informal visits, residential trips and college courses. Students must not bring controlled drugs, cigarettes or alcohol onto the Academy site or in the vicinity of the Academy at any time.

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.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971).
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites and other 'legal highs'.
- All over-the-counter and prescription medicines.

The Academy's stance towards drugs, health and the needs of students

Shoreham Academy has a zero tolerance policy towards the possession, use or supply of illegal and other unauthorised drugs within the Academy boundaries, and as in matters involving criminal activity, the Academy will work closely with the Police in dealing with such incidents.

Definition of a drug related incident.

In the Academy, a drug-related incident includes any incidents involving any drug that is unauthorized and therefore not permitted within the Academy boundaries. *Drug related incidents do not always involve illegal substances but can involve:* Students smoking cigarettes in the Academy, a parent/carer collecting their child whilst drunk, students selling cigarettes to other students, misusing another student's asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another student, a teacher with information about the illegal sale of cigarettes at a local newsagents, a member of the public phoning the Academy to say they have seen Academy students smoking in the area.

In all drug-related incidents the following principles will apply:

- The Principal will be informed immediately.
- All situations will be carefully considered before deciding on the response.
- The needs of the student will always come first, whilst also taking account of the needs of the Academy as a whole.
- Parents/carers will be involved at an early stage and throughout any investigation.
- Support agencies, including the police will be involved as appropriate and in keeping with legal requirements.
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- Any action taken will be in line with the Academy's behaviour policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Principal, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Incidents will be reported to the Chair of the Local Governing Body (LGB).

Non-controlled drugs

The Academy recognises that there are instances where other non-controlled drugs may legitimately be in school.

Medicines

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the Administration of Medicines and First Aid Policies. The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines. All medication must be accompanied by a completed Administration of Medicines form and kept in the first aid room in the original pharmaceutical or prescription packaging. Asthma inhalers and adrenaline auto-injectors must be carried by students at all times.

Paracetamol is available to students as required with written parental consent.

Parents/carers will be informed and will be asked to collect and dispose of unused or date-expired medicines. Further details are outlined in the administration of medicines policy.

Volatile substances

Some solvents or hazardous chemicals are legitimately used by Academy staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the Academy's health and safety policy. Students must not bring these substances on site.

Alcohol

Use and consumption of alcohol in the Academy can only be authorised by the Principal. In keeping with our duty of care, employees are not permitted to consume alcohol during the working day, or at any time when they will be subsequently supervising children.

The Academy recognises that there may be occasions when a member of staff may experience difficulties in relation to alcohol misuse outside of work. Staff are encouraged to discuss this with line managers so that support can be put in place. An Occupation Health Referral can be actioned if appropriate.

Tobacco

Shoreham Academy is a non-smoking site, smoking is not permitted anywhere on the Academy grounds.

The first concern in dealing with a medical emergency involving drugs is the health and safety of the school community and meeting the needs of the students. Appropriate help/first aid should be summoned before further issues are addressed.

Staff with key responsibility for drugs:

- Drugs Education Co-ordinator: Curriculum Leader for PSHCE
- Management of drug related issues in the Academy: Principal
- If any member of staff has concerns about any drug related incident then they should immediately inform a member of SLT.

Drugs education

The Academy delivers a balanced curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of students at the Academy and of society.
- Prepares students at the Academy for the opportunities, responsibilities and experiences of adult life.

Drug Education: The Academy provides a planned drug education curriculum through the following:

(i) *The National Curriculum science order outlines the content of the statutory drugs education- Key Stage 3, 11-14 year olds should be taught the effects of recreational drugs (including substance misuse) on behaviour, health and life processes.*

(ii) *PSHCE – as part of the Statutory Health Provision, Drug Education in PSHE reflects other discretionary topics that reflect knowledge, understanding, attitudes and social skills:*

By the end of KS4, students should have been taught the following:

- The facts about legal and illegal drugs and their associated risks, including the link to serious mental health conditions
- The law relating to the supply and possession of illegal drugs
- The physical and psychological risks associated with alcohol consumption and what constitutes low risk alcohol consumption in adulthood
- The physical and psychological consequences of addiction, including alcohol dependency
- Awareness of the dangers of drugs which are prescribed but still present serious health risks.
- The facts about the harms from smoking tobacco (particularly the link to lung cancer), the benefits of quitting and how to access support to do so.

This will:

- Enable students to make healthy, informed choices.
- Promote positive attitudes to healthy lifestyles.
- Provide accurate information about substances.
- Increase understanding about the implications and possible consequences of use and misuse.

- Widen understanding about related health and social issues.
- Enable young people to identify sources of appropriate advice and personal support.
- On the whole, it will be teachers who will teach drug education but, where appropriate, outside visitors may make a contribution. Such visitors should be used in a planned way and their contributions evaluated. Teachers will have access to on-going advice, support and training as part of their own professional development. The Academy actively cooperates with agencies such as the West Sussex County Council (WSCC), police, health and drug agencies.

Methodology and resources

Drug education is delivered within a safe, secure and supportive learning environment. Ground rules are set out, and teachers and students right to privacy is respected. Boundaries of discussions are made clear.

Group agreements are made to help to foster mutual respect and an environment in which students feel comfortable and ready to listen to and discuss each other's opinions.

Distancing techniques can be adopted through role play/anonymous question boxes.

Staff are advised to sometimes answer difficult questions on an individual basis. A variety of teaching resources are outlined in the PSHCE scheme of work and are available from The PSHCE Coordinator.

Monitoring and reviewing

The teaching of drug education will be monitored and reviewed via the subjects within which it is taught. This will be completed through the school quality assurance framework.

Management of drugs at the Academy

Searches

The Academy will seek consent and ensure that a second adult witness is present. If this is refused they will consider whether to call the police. Searches will be conducted in such a way as to minimise potential embarrassment or distress.

Personal searches

When a person is suspected of concealing illegal or other unauthorised drugs staff will seek consent and then carry out a personal search; this includes the searching of outer clothing and inside pockets. Every effort will be made to persuade the person to hand over voluntarily any drugs, in the presence of a second adult witness. Where the individual refuses and the drug is believed to be illegal, and the school wishes to proceed along formal lines, then the matter should be dealt with by the police.

Searches of school property

Staff may search Academy property if they believe drugs to be stored there. Prior consent will be sought, however individuals will be made aware that if consent is refused the Academy may proceed with a search. Where consent is refused, the Academy will balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

Searches of personal property

The Academy will not search personal property without consent. If the Academy wishes to search personal property, including students' property stored within Academy property, for example a bag or pencil case within a locker, they will ask for consent. Where consent is refused they will consider, in the case of students, notifying parents/carers, who may persuade their child to give consent or if they wish to proceed along formal lines calling the police.

After any search involving students, parents/carers will normally be contacted by the Academy regardless of whether the result of the search is positive or negative.

The law permits Academy staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of preventing an offence from being committed or continued in relation to that drug providing that all reasonable steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it.

In taking temporary possession and disposing of suspected controlled substances staff will:

- Ensure that a second adult witness is present throughout.
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- Store it in a secure location.
- Without delay notify the police, who will be asked to collect it and then store or dispose of it. The law does not require an Academy to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances. Where a student is identified the police will be required to follow set internal procedures.
- Record full details of the incident, including notes of any discussions with the students. These should include date, time, place and people present. The police incident reference number should also be included.
- Inform parents/carers, unless this is not in the best interests of the student.
- Identify any safeguarding concerns and develop a support and disciplinary response.

Staff should not attempt to analyse or taste unknown substances. Police may advise on analysis and formal identification.

If formal action is to be taken against a student, the police will make arrangements for them to attend a local police station accompanied by an appropriate adult for interview.

An appropriate adult should always be present during interviews, preferably a parent/carer or duty social worker.

Legal Drugs

The police will not always necessarily be involved in incidents involving legal drugs, but the Academy will inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.

Alcohol and tobacco

Parents/carers will be informed that the alcohol/tobacco has been disposed of. In cases where a disciplinary proceeding is necessary, items will be disposed of, once this has taken place.

Volatile substances

Given the level of danger posed by volatile substances, the Academy will arrange for their safe disposal.

Police contact

Contact details are available from the Academy office. If they are unavailable, a message should be left to contact the Academy and in the case of controlled drugs, the duty officer at Shoreham Police Station should then be telephoned.

Referral and external support

Heads of School, SENCO and SLT are responsible for referral to agencies. A list of local support services and national helplines/websites is available for students and parents.

Students are made aware of the various internal and external support structures via PSHCE and assemblies. Information is available from the Pastoral Teams for individual students or parents as and when required.

Confidentiality

Academy staff cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to students. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of SLT. The request will be honoured unless this is unavoidable in order for staff to fulfil their professional responsibilities in relation to:

- Safeguarding
- Co-operating with a police investigation
- Referral to external services

Every effort will be made to secure the student's agreement to the way in which the Academy intends to use any sensitive information.

It may be necessary to invoke local safeguarding procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the Academy will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:

- Where there is a safeguarding issue
- Where a life is in danger

Involvement of parents/carers/visitors

In any incident involving illegal and other unauthorised drugs the Academy will normally involve the child's parents/carers and explain how they intend to respond to the incident and to the student's needs. Where the Academy suspects that to do this might put the child's safety at risk or if there is any other cause for concern for the child's safety at home, then the Academy will exercise caution when considering involving parents/carers. In any situation where a student may need protection from the possibility of abuse, the Academy's designated safeguarding lead should be consulted and safeguarding procedures followed.

Parents/carers are encouraged to approach the Academy if they are concerned about any issue related to drugs and their child and the Academy will refer parents/carers to other sources of help, for example, specialist drug agencies or family support groups, as required.

If parents/carers are suspected of being under the influence of drugs or alcohol on Academy premises, staff should attempt to maintain a calm atmosphere and call for a second adult, if necessary. On occasion, a teacher may have concerns about discharging a student into the care of a parent/carer. In such instances, the Academy will discuss with the parent/carer if alternative arrangements could be made, for example asking another parent/carer to accompany the child home.

The role of governors

The LGB will review this policy in line with the review policy timetable. They will also be involved in disciplinary proceedings as and when needed.

Annex A – Useful Organisations

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website:

<http://www.addaction.org.uk>

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: <mailto:admin@adfam.org.uk> Website: <http://www.adfam.org.uk>

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: <http://www.alcoholconcern.org.uk>

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: <http://www.ash.org.uk>

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: <http://www.childrenslegalcentre.com>

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: <http://www.crae.org.uk>

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: <http://www.drugeducationforum.com>

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: <http://www.drugscope.org.uk>

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: <http://www.talktofrank.com>

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: <http://www.ncb.org.uk>

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, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: <http://www.re-solv.org>

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: [Home | Smokefree \(www.nhs.uk\)](http://www.nhs.uk)

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

Cgl - Children And Young People'S Drug And Alcohol Wellbeing Service - The West Sussex Young Persons Substance Misuse Service offers flexible, confidential treatment and support for young people aged up to 24 years. <https://www.changegrowlive.org/>