

Hitches Lane, Fleet,
Hampshire, GU51 5JA

Headteacher: Mr K John

Chair of Governors: Mrs R Wilcox

Rev No.: 05

Date of next review: November 2026

Drugs and Substance Misuse Policy

(CPS-NS-P-POL-008)

Revision Number	Comments	Date
01	This policy was rewritten by Ms Emma Jones (DHT), reviewed by the Governor linked to Safeguarding and agreed by Governors at the FGB on 18 October 2021	Oct-21
02	Reviewed for FGB with no changes	Oct 22
03	Reviewed and revised with minor changes	Jan 24
04	Reviewed and revised with minor changes	Jan 25
05	Reviewed and revised with minor changes	Nov 25

Endorsement

This policy was reviewed by governors in November 2025

Background: In accordance with Section 29(1) of the Education Act 2002, all maintained school must have and publish procedures to deal Safeguarding, to include a policy on Drugs and Substance misuse.

Calthorpe Park School is dedicated to providing the best possible education and support for its students. This means having a clear, fair and efficient policy on Drugs and Substance Misuse.

Table of Contents

(To update the table of contents in Word – right click and choose “Update Field and then choose ‘Update Entire Table’ – this will update automatically, putting the major number and headings as the contents)

1. *Aims of this policy* **Error! No bookmark name given.**
2. *Policy context*..... **Error! No bookmark name given.**
3. *Education and Prevention*..... **Error! No bookmark name given.**
4. *Definitions*..... **Error! No bookmark name given.**
5. *Responses to drug-related incidents* **Error! No bookmark name given.**
6. *Individuals in possession of drugs or banned substances* **Error! No bookmark name given.**
7. *Confidentiality*..... **Error! No bookmark name given.**
8. *Evaluation & Review* **Error! No bookmark name given.**

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1. 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.

2. Policy context

The school is committed to safeguarding the health, safety and well-being of all members of the school community. In providing drugs education and responding to incidents involving drugs, our first concern is the pastoral care, health and safety of students. This Drugs Education Policy has been developed with reference to Department for Education non-statutory advice and guidance (DfE and ACPO drug advice for schools; DfE-00001-2012).

The Headteacher supports a robust intent to safeguard the school from drugs and illegal substances. This is implemented through:

- Swabbing of pertinent areas across the school by the police
- Use of canine services sniffer dogs
- Searching students and their belongings where there are suspicions that students may be in possession of banned items
- Zero tolerance communicated through the drugs policy/assemblies/screen displays/PSHE /newsletters.

The Governing Body takes the following position regarding **legally** available substances on the school site:

Tobacco and other tobacco substitutes, including, but not limited to vapes and e-cigarettes: Smoking is unhealthy, anti-social and dangerous. The school operates a non-smoking policy – this includes the use of vapes and this is in effect at all times throughout the school's buildings and grounds, including possession on site.

Whilst it appears that 'vape juice' can be purchased legally, it is illegal to purchase or supply children with vapes or vape refill liquid. THC vape liquid is illegal and can produce the same effect as cannabis. It may contain synthetic cannabinoids. These products are more potent than cannabis and can produce adverse reactions and behaviour change, including excessive sweating, rapid heart rate, vomiting and fainting. THC liquid may also include vitamin E acetate. This is used to dilute the liquid and can produce a toxic gas with associated lung injuries. Calthorpe Park has a zero tolerance

approach to smoking, vaping and any substance designed to provide an alternative to traditional tobacco consumption.

3. Education and Prevention

We believe that knowledge is power and so we ensure that age-appropriate education and support is provided through PSHE lessons, science lessons, tutor periods and assemblies. We also recognise the importance of training of staff and will make sure this is regular, up to date and context specific.

4. Definitions

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' is used to refer to illegal drugs (those controlled by the Misuse of Drugs Act 1971) and all legal drugs, including alcohol, tobacco, vapes and e-cigarette type devices, volatile substances, over-the-counter and prescription medicines, and new psychoactive substances including, but not limited to, THC liquid and synthetic cannabinoids.

By 'drugs paraphernalia' we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

Drugs on school premises.

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playing fields, and also extends to include other settings such as school minibuses or any venue managed by the school at the time e.g. premises of a school trip, including but not limited to residential settings, or visit.

Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety to ensure that medicines are stored securely, administered to the named patient only and are dispensed in keeping with best practice guidelines.

Alcohol

If alcohol is being given as a present for any member of staff, it must be stored securely until the end of the school day when it should be taken home. At no time should alcohol be left in an unsecure and unsupervised location.

During the course of a standard school day (i.e. a normal teaching day), no alcohol may be brought on to the school premises or consumed. There are exceptions to alcohol being consumed on school site and these are staff events (when there are no students present).

Any adult (or staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Any student under the effect of alcohol will be kept safe until they are collected from school by their parents/carers and we will then encourage them to seek immediate medical support.

Any bottles of alcohol found (either on the student or in another location) will be tipped away so that we do not store it in school.

Calthorpe Park School is a no smoking site at all times. Students are not permitted to bring 'smoking paraphernalia' to school. In the interests of health and safety, should a student be found in possession of any of these on school premises, the paraphernalia will be confiscated and destroyed and the parents will be informed. This also applies to "vaping", the use of electronic cigarettes or any substitute to smoking.

Students will be classed as smoking or vaping if:

- They are seen smoking or vaping.
- They are seen with a lit cigarette or e-cigarette in their hand.
- They are found to have cigarettes, an e-cigarette or other smoking materials in their possession.
- They are seen in the company of others who are smoking or vaping

Any student found smoking, vaping, using any tobacco product/substitute products or in possession of equipment for any of these activities can expect to receive significant sanctions, which may include fixed term or permanent exclusions. Please consult the [Calthorpe Park Behaviour Management policy](#) for further details. In addition, these sanctions can apply to students who associate themselves with a group of students where smoking, vaping or use of any tobacco or tobacco substitute product is occurring even though they may not be participating themselves. The level of sanction applied in each case however, will depend on individual circumstances.

Illegal drugs and "psychoactive substances"

No illegal drugs, new psychoactive substances or drugs paraphernalia are allowed to be brought on to or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or "glamourise" illegal drug use or the use of psychoactive substances either in person on school premises or via social networking platforms, including WhatsApp, SnapChat or similar, is also considered a serious breach of this drugs policy and may result a fixed term exclusion.

Solvents

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this policy.

5. Responses to drug-related incidents

Drug incidents include any or all of the following:

- drugs or drugs paraphernalia found on school premises;
- students in possession of illegal or unauthorised drugs;
- students supplying unauthorised or illegal drugs;
- students under the influence of drugs, or exhibiting signs of intoxication or illness;
- disclosure of drug use;
- information which suggest student(s) are involved in substance misuse; and

- illegitimate sale/supply of drugs in the school vicinity/hiding drugs in or around the school premises.

Any response will balance the needs of the individual with those of the wider community and will aim to provide students with the opportunity to learn from their mistakes and develop as individuals. Exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in serious cases where:

- There is a serious breach or persistent breaches of our Drugs and/or Behaviour for Learning Policies
- Allowing a student to remain at Calthorpe Park School would seriously harm the education, safety or welfare of the student or others in the school

A member of the leadership team will (normally) be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher. All incidents and responses will be recorded within 24 hours.

Drug/substance misuse outside the school premises may result in the imposition of sanctions against a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity
- travelling to or from school
- are in some way identifiable as a student at the school

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school
- poses a threat to another student, member of school staff or member of the public
- could adversely affect the reputation of the school.

6. Individuals in possession of drugs or banned substances

- If any student or adult on school premises is found in possession of an unauthorised drug or banned substance it will be confiscated, if possible.
- If the drug is suspected to be illegal, the school will contact the police for discussion and advice. Confiscated illegal substances will be handed to the police to be legally destroyed as soon as possible and not stored.
- Parents and carers will be informed (unless for safeguarding reasons this is not in the best interests of the student) and other professionals such as the local authority, Children's Services, Youth Offending Team, Catch 22 or the GP may be informed or consulted as appropriate.

7. Confidentiality

Calthorpe Park School will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate (please refer to our Safeguarding & Child Protection policy for more information on this). Complete confidentiality can never be promised to a student though information given in confidence will not generally be disclosed to anyone else. In particular, if a student chooses to

disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm if this is considered a risk.

Regarding disclosures, staff will follow the advice given in the Child Protection policy, and at the annual safeguarding training. At our school the welfare of the student is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents/carers.

We believe that early intervention, where possible, is significant. Such interventions may include:

- Support and advice in school (Pastoral team, School Health and Welfare Office, Head of House or Safeguarding Team)
- Referral to specialist outside agencies for support
- Working with the Police Right to Search

In line with recent legislation the staff at Calthorpe Park School reserve the right to search students if they have reason to believe that they are carrying offensive weapons, illegal substances or anything that is illegal or dangerous.

Similarly, students can expect to be physically restrained if they present a danger to themselves or other members of the community. Searches will be carried out by members of the Pastoral Team with another senior member of staff, if appropriate, and ideally of the same gender as the student (if this is possible). Parents/Carers will always be informed when this has happened.

Calthorpe Park School works closely with local law enforcement agencies and work proactively to counter County Lines activities. If students are involved with any activity which breaks the law to poses a danger to others, the police may be involved in the confiscation of items, unless there are reasons why this should not be the case (for instance, serious safeguarding concerns). Parents/Carers will always be informed when the police are involved and given the opportunity to attend any interviews. Similarly, the police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of legal action, if any, should be taken.

8. Evaluation & Review

The implementation of this policy will be monitored by the Head Teacher, by the Senior Leadership Team and by the Governing Body.

The implementation of this policy will be reviewed, and its impact monitored, in accordance with the Governing Body's programme for Policy Review - refer to CPS-NS-X-PRO-002 Document Review Procedure.