

Drugs And Drugs Management

Reviewed by: Board of Trustees

Reviewed: May 2025

Contents

1.0 Policy Statement	2
2.0 Definition of Drugs	2
3.0 Aims	2
4.0 The following guidance has been consulted whilst revising this policy:	2
5.0 Prescribed and other medicinal drugs	3
6.0 Drugs Education and Prevention	3
7.0 Meeting the needs of all pupils	3
8.0 Parental Engagement	3
9.0 Management of Drugs Incidents	4
10.0 Illegal drugs, legal ‘highs’ and alcohol in school	6
11.0 Protocols for a search	8
12.0 Confiscation and disposal of unauthorised drugs.....	8
13.0 Referral and external support.....	8
14.0 Supporting Vulnerable Groups	9
15.0 Confidentiality and Disclosure	9
16.0 Parent/carer or family members misuse of drugs.....	9
17.0 Staff Conduct and the Use of Drugs and Alcohol	10
18.0 Monitoring and evaluation	10

1.0 Policy Statement

- 1.1 Katharine Lady Berkeley's School is committed to safeguarding the health and wellbeing of all pupils, staff, and visitors. The possession, use, or supply of illegal drugs, unauthorised substances, and the misuse of legal substances are strictly prohibited on school premises, during school hours, on school trips, or at any event associated with the school. We aim to prevent drug misuse through high-quality education, early help intervention, and, where necessary, proportionate disciplinary measures.

2.0 Definition of Drugs

- 2.1 For the purposes of this policy, "drugs" include:

- 2.1.1 Illegal substances (e.g., cannabis, cocaine, ecstasy)
- 2.1.2 Prescription or over-the-counter medicines when misused
- 2.1.3 Psychoactive substances ("legal highs")
- 2.1.4 Alcohol, tobacco, and vapes
- 2.1.5 Volatile substances (e.g., aerosols, solvents, nitrous oxide)

3.0 Aims

- 3.1 We aim to:

- 3.1.1 Provide a clear, consistent approach to drug education and incident management.
- 3.1.2 Promote informed choices and resilience among pupils.
- 3.1.3 Intervene early to support pupils at risk of harm.
- 3.1.4 Maintain a drug-free environment that prioritises safety and wellbeing.

4.0 The following guidance has been consulted whilst revising this policy:

- 4.1 UK Government Drug Strategy 2021–2025
- 4.2 Gloucestershire Combating Drugs Partnership 2023-2025
- 4.3 South Gloucestershire Drugs Strategy 2020-2025
- 4.4 Statutory RSE and Health Education (DfE 2021)
- 4.5 The latest version of Keeping Children Safe in Education
- 4.6 GSCP Safeguarding and Child Protection Policy and Procedures 2024–2025

4.7 Searching, Screening and Confiscation (DfE, 2022)

4.8 Working Together to Safeguard Children (HM Gov, 2018, updated Dec 2023)

4.9 Ofsted Review of Sexual Abuse in Schools and Colleges (2021)

5.0 Prescribed and other medicinal drugs

5.1 Arrangements concerning the storage, handling and use of prescribed and other medicinal drugs in school are described in the policy Supporting Pupils with Medical Conditions Policy.

6.0 Drugs Education and Prevention

6.1 Drug education at Katharine Lady Berkeley's School is embedded within the PSHE and RSE curriculum, ensuring pupils receive age-appropriate information about the risks and consequences of drug use. This is complemented by assemblies and specialist workshops, with contributions from external partners such as the police, healthcare professionals, and charities, providing real-world context and expertise. Pupil voice is central to our approach, with regular feedback gathered to inform and adapt curriculum delivery in response to emerging needs. In addition, staff receive annual continuing professional development (CPD) to build their confidence and skills in recognising, addressing, and supporting issues related to drug misuse.

7.0 Meeting the needs of all pupils

7.1 In addition to the main curriculum, workshops, education programmes and counselling are provided, where appropriate, by school support staff and external providers. Where child protection issues are evident, a range of external agencies may be involved. In these cases, the drugs education programmes are developed to address the specific needs of the individuals.

8.0 Parental Engagement

8.1 The school recognises the value of working in partnership with parents and carers to support pupils' understanding and decision-making around drug use. The school will provide information to parents through newsletters, school website updates, and information evenings. This includes access to the drugs education curriculum overview, materials used in PSHE lessons, and invitations to attend sessions with external speakers. Parents are encouraged to contact the school if they require support, advice or resources to help them talk about these topics at home.

9.0 Management of Drugs Incidents

9.1 Definition of a drug incident

9.1.1 A drug incident can be defined as falling into one of the following categories:

9.1.1.1 Drugs or associated paraphernalia are found on school premises.

9.1.1.2 A pupil is found in possession of drugs or drug paraphernalia.

9.1.1.3 A pupil keeps a prescribed drug on their person without appropriate permission.

9.1.1.4 A pupil is found supplying or attempting to supply drugs on school premises.

9.1.1.5 A pupil is suspected or confirmed to be under the influence of drugs or alcohol.

9.1.1.6 A pupil discloses their own drug use, or that of a family member, friend, or associate.

9.1.1.7 A staff member receives information about the sale, supply, or misuse of drugs in the local community (including county lines involvement).

9.1.1.8 A pupil demonstrates an inappropriate level of knowledge about drugs for their age.

9.1.1.9 Reasonable suspicion, rumour, or allegation regarding pupil involvement with drugs.

9.1.2 The school recognises that substance misuse may be a symptom of wider unmet needs, including safeguarding, trauma, or exploitation. Where appropriate, the response to a drug incident may include a referral to early help, targeted youth support, or counselling, in addition to any sanctions applied. The school follows safeguarding procedures in line with KCSIE and the Gloucestershire Safeguarding Children Partnership (GSCP) guidance.

9.2 Smoking/Vaping

9.2.1 Katharine Lady Berkeley's School is a smoke-free and vape-free environment. Smoking, vaping, and the use of e-cigarettes are strictly prohibited on the school site, during school activities, and while representing the school off-site.

9.2.2 Katharine Lady Berkeley's School operates a clear, structured response to incidents of smoking, vaping, or the use of e-cigarettes. All vapes and smoking materials are confiscated immediately. If there is no evidence of illegal substances, vapes will either be disposed of safely by the school or returned to parents/carers. If a vape is suspected to contain drugs or any illegal substances, it will be handed to the police, and the matter will be referred to the Safeguarding Team to be followed up in line with the school's safeguarding procedures.

9.2.3 Pupils caught smoking, vaping, or using e-cigarettes will move through a four-stage response framework unless a significant period of time has elapsed, or there is clear evidence of sustained positive behaviour. In addition to sanctions, pupils will be supported with health education and intervention where appropriate, and behaviour levels will be escalated to reflect the seriousness of repeated incidents and their impact on the school community, health, and wellbeing

9.2.3.1 Stage 1: 1½ hour SLT after-school detention on Friday – HOY phone call to parent/carer

9.2.3.2 Stage 2: 1 day in Reset – HOY meeting with parent/carer. Pupil signed up for smoking/vaping education programme. Pupil moved to behaviour level 3

9.2.3.3 Stage 3: 2 days IE. Referral to the GCC School Nurse Team

9.2.3.4 Stage 4: Offsite Direction SLT link meeting with parent/carer. Pupil moved to behaviour level 4.

9.2.4 If a pupil continues to vape or smoke after reaching Stage 4 of the response framework, the school will consider additional supportive and proportionate measures. These may include supervised time during break and lunch in Reset, restricted access to toilets during lesson time, suspension, and an escalation in the graduated pathway. These steps aim to maintain a safe and respectful environment while encouraging the pupil to make more positive choices.

9.2.5 Stages are reset at the end of the school year. However, where a pupil has reached Stage 4 within an academic year, any further incidents in subsequent years may result in immediate higher-level consequence without restarting at Stage 1.

9.3 Pupils arriving at school under the influence of drugs, including alcohol and volatile substances

9.3.1 If a pupil arrives at school and there are concerns that they may be under the influence of drugs or another substance, they will be taken to a safe and supervised space where a trained member of staff will assess their wellbeing. A senior leader and the Safeguarding Team will be informed, and the pupil will be spoken to in a supportive manner. In most cases, parents or carers will be contacted promptly and asked to collect the pupil so that their health can be monitored at home. If, following assessment, the pupil is considered fit to remain in school, parents will be informed as soon as possible so they are fully aware of the situation

10.0 Illegal drugs, legal 'highs' and alcohol in school

10.1 If a pupil is found in possession of, or suspected to be in possession of, an illegal drug, a legal high, or alcohol, the substance will be confiscated immediately. Parents or carers will be informed, and in all cases involving illegal drugs, the police will also be notified.

Action	Probable response
Pupils is in possession of drugs paraphernalia Possession of alcohol Distribution of alcohol Drinking (Consumption) of alcohol Solvent abuse (inc glue/nitrous oxide) Substance abuse (inc legal highs/poppers) Incorrect use of controlled/prescribed medicines Possession of Class B or C drugs (ref. https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation)	Offsite Direction, with the length and setting determined by the nature and severity of the incident. Suspension, with the duration based on the specific circumstances of the case. Managed Move to another educational setting, considered where appropriate to support the pupil's ongoing education and wellbeing. Permanent Exclusion, which may be considered depending on the type of substance involved, the quantity, and the context in which it was found.
Possession of Class A drugs Supplying of Class A, B or C drugs	Managed Move Permanent exclusion
Supplying (selling, sharing or passing on) any of the above substances during school hours; on the way to or from school; during a school supervised event or visit; on the school premises, fields and outdoor sports facilities; at lunchtimes, on school trips, work experience, residential trips, sports fixtures, summer school and all other activities organised by the school or occasions when the school has a "duty of care".	Managed Move Permanent exclusion
Repeat drugs incident – whether the same action or a different one.	Managed Move Permanent exclusion

11.0 Protocols for a search

11.1 All searches and confiscation procedures are carried out in accordance with the Department for Education's statutory guidance, Searching, Screening and Confiscation: Advice for Schools (2023), as well as the school's own Searching, Screening and Confiscation Policy. Staff involved in these procedures follow clear protocols to ensure that all actions are lawful, proportionate, respectful, and properly recorded.

12.0 Confiscation and disposal of unauthorised drugs

12.1 Where it is necessary to confiscate suspected illegal drugs, a senior member of staff will take temporary possession to prevent an offence being committed. A second adult should witness the procedure, and the substance must be sealed, labelled, and stored securely (typically in the Headteacher's office) pending police notification and collection. All incidents must be recorded on the school's system.

12.2 If drug paraphernalia is found, it should be placed in a secure container and stored as above. Under no circumstances should staff retain suspected illegal substances or related items; these must be handed to a senior leader immediately.

13.0 Referral and external support

13.1 The school will make referrals to external support services when appropriate to ensure pupils receive the help they need. Wherever possible, and where it does not compromise the pupil's safety, consent will be sought from the pupil and their parent/carer before any referral is made. However, if a pupil is believed to be suffering, or at risk of suffering, significant harm, the school will follow established safeguarding protocols and make a referral to children's social care in line with statutory guidance.

13.2 The school is committed to ensuring that all pupils have access to up-to-date information about sources of help and support. Details of support groups, helplines, and services are clearly displayed in key pupil areas, enabling pupils to access support discreetly. The school's drug education programme also highlights available services, explains how they operate, and helps pupils build confidence in using them when needed.

13.3 Examples of these signposted services include:

13.3.1 FRANK (www.talktofrank.com) – confidential information and support about drugs

13.3.2 Childline (www.childline.org.uk) – support for any issue affecting a young person’s wellbeing

13.3.3 YoungMinds (www.youngminds.org.uk) – mental health advice, including support around substance use

13.3.4 Young Gloucestershire – a Gloucestershire-based service offering targeted support for young people affected by drugs, alcohol, or mental health concerns

13.4 QR codes and contact details for these and other services displayed around the school, and available via the school website, so that pupils can access support independently and discreetly when needed.

14.0 Supporting Vulnerable Groups

14.1 The school acknowledges that certain groups of pupils may be more vulnerable to substance misuse, including those with special educational needs, looked after children, previously looked after children, young carers, those experiencing family substance misuse, or those at risk of exploitation. Where appropriate, the school will work with external agencies such as CAMHS, Young Gloucestershire, social care, or youth support services to offer targeted support. Individual risk assessments and the graduated pathway will be used to ensure that these pupils receive early help and consistent support.

15.0 Confidentiality and Disclosure

15.1 The school actively encourages pupils to speak to staff if they are concerned about their own or someone else’s involvement with drugs. However, pupils will be made aware that confidentiality cannot be guaranteed, especially where there is a safeguarding concern. Any disclosures will be handled sensitively and recorded in line with the school’s safeguarding and confidentiality policies. Information may need to be shared with appropriate staff or external agencies to ensure the safety and wellbeing of the pupil involved.

16.0 Parent/carers or family members misuse of drugs

16.1 The school recognises that a pupil’s wellbeing and education can be significantly affected by the drug or alcohol misuse of a parent, carer, or family member. While this does not always result in harm, such circumstances can increase a child’s vulnerability to emotional distress, behavioural difficulties, or risk-taking behaviour.

16.2 Staff should remain vigilant to signs that a pupil may be struggling due to problems at home, such as changes in behaviour, emotional withdrawal, reduced concentration, or reluctance to engage socially. Concerns should be shared with the Safeguarding Team in line with the school's child protection procedures.

16.3 If a parent or carer appears under the influence of drugs or alcohol on school premises, staff should aim to remain calm and prioritise the pupil's safety. Where there is concern about releasing a pupil into their care, a senior member of staff should assess the situation and, if needed, suggest alternative arrangements. Where behaviour is abusive, persistent, or poses a safeguarding risk, the school may involve external agencies, including children's social care or the police.

17.0 Staff Conduct and the Use of Drugs and Alcohol

17.1 The school recognises its duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure the health, safety and welfare of all staff, pupils, and visitors.

17.2 Members of staff must not attend work or undertake any duties while under the influence of drugs or alcohol. Where a staff member is deemed to be unfit for work due to intoxication or substance misuse, the Headteacher (or a designated senior leader) will take appropriate steps to prevent risk to pupils or colleagues. This may include the immediate suspension of duties pending investigation.

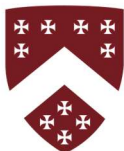
17.3 Substance misuse by staff, while acting in any capacity connected to their employment, will be treated as a disciplinary matter. Incidents involving drugs or alcohol will be managed in accordance with the school's staff code of conduct and disciplinary procedures, ensuring a fair and consistent approach.

18.0 Monitoring and evaluation

18.1 The implementation of this policy will be overseen by the Deputy Headteacher with pastoral responsibility. Monitoring will take place informally on an annual basis to identify emerging issues, pupil needs, or changes in national guidance. A formal review will be undertaken every two years, with updates presented to the Board of Trustees as required. Any revisions will reflect current best practice, local trends, and pupil feedback where appropriate.

This policy is reviewed every two years by senior leaders and the Trustees' Wellbeing Committee, with input from staff, pupils and parents/carers. The latest version is published on the school website and made available on request.

KL B



Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227

Mail: info@klbschool.org.uk

www.klbschool.org.uk