

Annan School

Smoking, Alcohol and Drugs Policy

Version: 01/26

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SMOKING, ALCOHOL AND DRUGS POLICY

Scope and Definition

For the purposes of this policy, “school premises” includes all indoor and outdoor areas, playgrounds, gardens, and the car park. This applies during the school day, and on all school outings and trips.

The school prohibits:

- The use of cigarettes, e-cigarettes/vapes and illegal drugs anywhere on the premises or during school outings/trips at any time.
- The consumption of alcohol on the school premises during the school day.

Alcohol and Drugs

Staff

- Staff may not consume alcohol during their contracted hours of work or at any time when they are responsible for supervising or caring for children.
- Staff may only consume alcohol at adult-only events where no children are present.
- Staff must not work with or supervise children if they have consumed alcohol or any non-prescribed drug prior to work.
- The above also applies to any drugs or substances other than medications prescribed by a doctor and considered safe for use while working with children.
- Staff must store any personal medication safely, correctly, and out of reach of children, in its original packaging preferably in a locked locker where possible.
- Staff must promote positive role modelling in health and safety practices related to smoking, alcohol and drugs.
- If a staff member needs to smoke during the school day, this may only occur with prior consultation with the Principal, during an agreed break, and in a designated area off-site out of sight of children.
- Any staff member believed to be under the influence of alcohol or illegal drugs will be immediately removed from contact with children and asked to go to the school office or another area away from pupils. The school will assist them in making arrangements to return home safely.

Disciplinary procedures may follow such incidents.

Parents and Carers

- If staff suspect that a parent/carer collecting a child is under the influence of alcohol or drugs to the extent that the child’s safety may be at risk, they must inform a senior member of staff or the Designated Safeguarding Lead (DSL).
- A senior staff member or the DSL will speak with the parent/carer. A second staff member must be present to ensure safety.
- The parent/carer will be asked to arrange for another responsible adult to collect the child.
- Staff will take all reasonable steps to prevent a child from travelling in a vehicle driven by someone believed to be under the influence of alcohol or drugs.
- While the school cannot legally withhold a child from their parent/carer, staff will advise that police may be contacted if a child is taken away in a vehicle driven by someone unfit to drive, or SPOA if the child is considered at risk of harm.

- Any staff member feeling threatened must contact the police immediately.
- A full written report will be completed for every incident.
- If an illegal act is suspected, the police will be called.

The safety of the child will always be the school's primary concern.

Children

- If a child is found in possession of alcohol, drugs, cigarettes, e-cigarettes, vapes or other substances, their parent/carer will be contacted immediately to determine whether the child may have consumed anything and whether further action is needed.
- Any breach of this policy by a pupil will be handled under the school's Behaviour Policy.
- The DSL will determine the appropriate course of action, ensuring the child's safety and protection remain paramount.
- A written record will be kept of all such incidents.

Visitors

- Any visitor believed to be under the influence of alcohol or any other substance will be asked to leave the school premises immediately.
- Refer also to the Parents, Visitors and Volunteers Policy.

Smoking

- Smoking and vaping are prohibited at all times on school premises and during outings or trips. This applies to staff, parents/carers, visitors, volunteers, and children, regardless of whether children are present.
- If a child is found with cigarettes or e-cigarettes on the premises, they will be confiscated and the parent/carer informed upon collection.

Alcohol at School Events

- Alcohol will not be consumed on the school premises during the school day.
- Alcohol will not be consumed at any event where children are present.
- Alcohol may only be consumed at adult-only events, such as parent or staff social evenings, where no children are present.
- Staff supervising children may not consume alcohol under any circumstances.
- Soft drinks and non-alcoholic options will always be available.
- The school will not encourage any adult to drink and drive.
- A risk assessment must be completed for any event involving alcohol, carried out by the event supervisor in consultation with the Principal or Director.

Monitoring and Review

This policy is monitored by the Proprietors and school staff and reviewed in accordance with the school's policy review schedule, or earlier if procedures or guidance change.