

Smoking, Alcohol and Drugs Policy

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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 likely to impair safe working.
- 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.

Staff Suspected of Being Under the Influence

If a staff member is reasonably suspected of being under the influence of alcohol or drugs, the school will:

- Immediately remove the staff member from contact with pupils and arrange suitable alternative supervision.
- Inform the Principal, or another appropriate senior leader.
- Ensure the staff member is treated respectfully and that any immediate medical or welfare needs are addressed.
- Arrange safe transport home where appropriate. A staff member suspected of being unfit to drive must not be permitted to drive themselves home; police assistance should be sought if necessary.
- Record the incident, the reasons for concern and the actions taken.
- Consider appropriate employment and disciplinary procedures.

Where the incident raises a safeguarding concern about a staff member's behaviour towards a pupil, the school's safeguarding and staff allegations procedures must also be followed, including referral to the Local Authority Designated Officer (LADO) where the relevant threshold is met.

Parents and Carers

The school recognises that parents and carers have responsibility for their children. However, the school must take reasonable and proportionate steps to protect pupils where there is concern that an adult may be unable to care for or transport a child safely because of alcohol or drug use.

If a member of staff suspects that a parent or carer collecting a pupil is under the influence of alcohol or drugs to the extent that the pupil's safety may be at risk, they must:

- Inform the Principal, DSL or an appropriate senior member of staff immediately.

- Ensure that a second member of staff is present when the concern is discussed with the parent or carer, where it is safe and practicable to do so.
- Explain the school's concern calmly and respectfully and, where appropriate, ask the parent or carer to arrange for another suitable and responsible adult to collect the child.
- Take reasonable steps to prevent a pupil from being placed at risk, including travelling in a vehicle driven by someone believed to be unfit to drive.
- Contact the police where there is an immediate risk, including where an adult appears likely to drive while unfit. Emergency assistance must not be delayed while awaiting internal approval.
- Consult children's social care through the appropriate local safeguarding referral pathway where there is reasonable concern that the pupil may be suffering, or at risk of, harm.

Staff must not assume that they can automatically prevent a parent or carer from collecting a child, nor that they must release a child regardless of the circumstances. Decisions must be based on the child's immediate safety, the circumstances of the incident and the school's lawful authority. Where necessary, the DSL or senior leader must seek advice from the police or children's social care.

Staff must not put themselves or the pupil at unnecessary risk when intervening. Any staff member who feels threatened should move to safety and contact the police where necessary.

All incidents must be recorded promptly, including the concern, decisions made, actions taken, advice received and any referrals. Records must be managed in accordance with the school's safeguarding and record-keeping procedures.

The safety and welfare of the child will remain the school's primary concern.

Children

The school recognises that primary-aged children may not fully understand the risks associated with alcohol, drugs, smoking or vaping. Any incident involving a pupil must therefore be handled in an age-appropriate, supportive and safeguarding-focused manner.

If a pupil is found in possession of alcohol, drugs, cigarettes, e-cigarettes, vapes or another potentially harmful substance:

- Staff must ensure the pupil's immediate safety and inform the DSL or a senior member of staff.
- The pupil must be supervised appropriately and spoken to calmly, without intimidation or unnecessary confrontation.
- The substance must be handled safely and secured in accordance with school procedures. Staff must not taste or unnecessarily handle suspected substances.
- The parent or carer will be informed as appropriate, unless doing so could compromise the child's safety or a safeguarding response.
- The incident will be considered under the Behaviour Policy, taking account of the child's age, understanding, circumstances and any additional support needs.
- The DSL will consider whether further safeguarding action, pastoral support or referral to children's social care, the police or another relevant agency is required.

Suspected Consumption or Ingestion

If a pupil may have consumed or ingested alcohol, drugs, medication or another potentially harmful substance, staff must treat the situation seriously and act promptly.

- Obtain appropriate first aid and medical assistance without delay.
- Call 999 in an emergency, including suspected overdose, unconsciousness, breathing difficulties, seizures or a serious or potentially life-threatening reaction.
- Seek urgent professional medical advice if ingestion or poisoning is suspected, even if the child initially appears well.
- Keep the pupil supervised and safe while assistance is arranged, following the school's first aid procedures and the advice of medical professionals.
- Do not induce vomiting or attempt treatment beyond the staff member's training.

- Where it is safe and appropriate, preserve information about the suspected substance, its packaging and the circumstances of the incident for medical professionals.
- Inform the DSL and contact the parent or carer as appropriate, provided that doing so does not compromise safeguarding or medical care.
- Record the substance, if known, the circumstances, symptoms observed, actions taken, medical advice received, parent or carer contact and any referrals made.
- Referral to SPOA where there is reasonable concern that a child may be suffering, or at risk of, harm.
- A written record will be kept.

Visitors

Visitors, volunteers, contractors and other adults on school premises are expected to comply with this policy.

- Smoking and vaping are prohibited on school premises and during school-organised activities.
- Any visitor reasonably believed to be under the influence of alcohol or drugs to the extent that they pose a risk to pupils or the safe operation of the school will be asked to leave the premises, where it is safe and appropriate to do so.
- If the person refuses to leave, behaves aggressively or presents an immediate risk, staff must seek assistance from the Principal or senior leader and contact the police where necessary.
- Where a visitor is responsible for collecting a pupil, the procedures in Section 3 must be followed if there are concerns about the child's safety.
- Any incident must be recorded and referred to the Principal, DSL or senior leader where appropriate.

This section should be read alongside the Parents, Visitors and Volunteers Policy and the school's safeguarding procedures.

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/carers informed.

Alcohol at School Events

- 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.