

PROHIBITED SUBSTANCES POLICY



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Mission Statement:

Our mission at Hartford Church of England High School is to provide an outstanding, inclusive and ambitious education for all. Children develop and thrive both within and beyond the classroom. They are known, with their talents embraced and promoted. They develop into young people who will make a substantial contribution to the world. They enjoy an education rooted in a shared set of Christian values that radiate the love and truth of Jesus Christ.

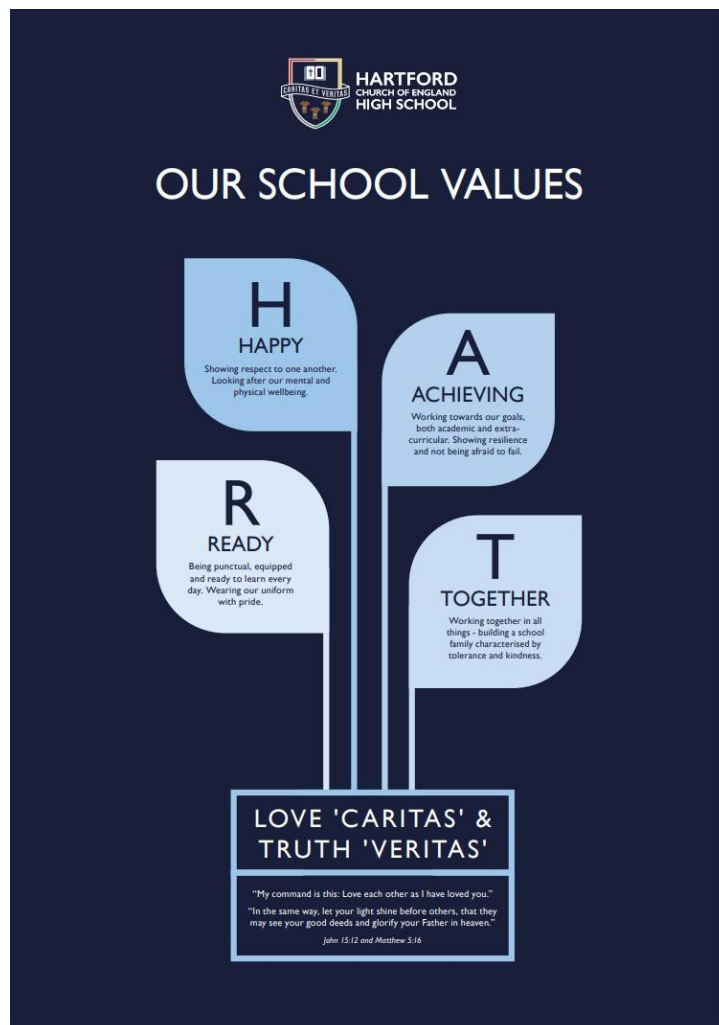
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

Happy: Showing respect to one another. Looking after our mental and physical wellbeing.

Achieving: Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

Ready: Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

Together: Working together in all things - building a school family characterised by tolerance and kindness.



"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16

Equally, the educational offer at Hartford Church of England High School is based on the Church of England's four key principles for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

The Prohibited Substances Policy for Hartford Church of England High School fully embodies our values, our mission statement and the key principles for education set out by the Church of England.

Contents

Section	Page
1. Aims	4
2. Legal Framework	4-5
3. Roles and Responsibilities	5-6
4. Staff Training	6
5. The Curriculum	6
6. Specific types of legal drugs	6-7
a. Cigarettes and vaping	6
b. Prescribed medicines	6-7
c. Solvents	7
7. Students found to be under the influence of drugs or alcohol	7
8. Medical Emergencies	7
9. Threatening Behaviour	8
10. Searching	8
11. Controlled Substances	8
12. Safeguarding	8-9
13. Child Criminal Exploitation (CCE)	9
14. Managing Incidents	9-10
15. Monitoring and Review	10

I. Aims

We are a caring and disciplined Church of England school pursuing academic excellence and moral integrity. Our school is built on 'Caritas' and 'Veritas' - God's love and truth.

Our students know caritas: empathy, kindness and serving others.
“...abounding in love and faithfulness.” (Exodus 34:6)

They grow in veritas: humility, knowledge and faithfulness.
“...full of grace and truth.” (John 1:14)

At Hartford Church of England High School, we aim to create a culture of high expectations, with unconditional positive regard for young people at the centre. Staff and students show empathy and forgiveness, in an inclusive environment where all students have the opportunity to learn and develop, feeling happy and supported in school.

Hartford Church of England High School is committed to keeping students safe from drugs and alcohol, both on school site and in the wider community. This policy has been developed in conjunction with Department for Education (DfE) guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol. It outlines the school's approach to supporting students struggling with drugs and alcohol misuse.

The school maintains the view that alcohol and drug use on school premises is entirely unacceptable; however, we recognise that zero-tolerance policies have a disproportionately negative impact on some students, e.g. victims of child criminal exploitation (CCE). For this reason, we aim to foster an approach of supportive discipline, whereby students who are facing issues with drugs and alcohol are aided through both internal and external support, as well as disciplinary measures where appropriate, to make more healthy and positive choices and to reframe their attitudes towards drugs and alcohol.

For the purposes of this policy, a **“drug”** is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Tobacco
- Solvents
- Medicines
- Legal highs
- Vapes

Vapes and nicotine products such as 'snus' should not be used by children, particularly in light of the fact that they cannot be legally purchased and therefore may contain harmful substances.

2. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- DfE (2012) 'DfE and ACPO drug advice for schools'
- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2018) 'Mental health and behaviour in schools'
- DfE (2022) 'Searching, Screening and Confiscation: Advice for schools'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Behaviour and Attitudes Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Relationships, Sex and Health Education (RSHE) Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Suspensions and Exclusions Policy

3. Roles and Responsibilities

The Governing Board will be responsible for:

- Ensuring that effective policies and procedures are in place to make sure that students are kept safe from alcohol and drugs at school.
- Ensuring that students experiencing difficulties with alcohol and/or drugs can access the support they need.
- Working with the Headteacher, and in liaison with staff, parents/carers, students, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHCE, address the needs of students and the local community, and reflect current trends.

The Headteacher will be responsible for:

- The day-to-day management of this policy.
- Working with Governors to ensure compliance with relevant legislation.
- Informing the Governing Board of any issues and developments concerning drugs and alcohol.
- Ensuring a consistent approach to managing drug and alcohol incidents.

The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will be responsible for:

- Ensuring that specific staff have the skills to teach and discuss issues relating to drugs and alcohol.
- Ensuring that students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies, specifically VIA, as appropriate.
- Consulting with students to inform provision around drugs and alcohol education.
- Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- Liaising with local services as necessary to provide support for students.
- Informing parents/carers of any drug or alcohol related incidents concerning their child, where appropriate and where doing so will not place the child at risk.
- Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- Informing the police of any drug- or alcohol-related decision, where they deem it appropriate to do so.
- Acting on any concerns arising from students' use of drugs, alcohol or other prohibited substances.
- Assisting with the monitoring and review of this policy.

Staff will be responsible for:

- Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia, and how to respond to a drug related incident.
- Reporting concerns regarding students' use of drugs and alcohol to the DSL/DDSL and logging their concerns on CPOMS.
- Not vaping or smoking anywhere on the school site at any time.

The Estate Manager will be responsible for:

- Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.
- Ensuring that the Health and Safety Policy considers what should be done when handling needles found on school premises.

Parents/carers will be responsible for:

- Ensuring that they do not vape, smoke, take drugs or consume alcohol while on the school site.
- Supporting their child or children not to use prohibited substance or bring them onto the school site.

Students will be responsible for:

- Ensuring they do not bring illegal or prohibited drugs, alcohol or other prohibited substances onto school premises or whilst engaged in any off-site activity representing the school.
- Ensuring they do not take drugs, consume alcohol or any other prohibited substances whilst travelling to or from school.

4. Staff Training

The school recognises that early intervention can prevent drug misuse. As such, all staff will receive child protection and safeguarding training in identifying the signs that a student may be at risk, experiencing harm or is struggling and this will be refreshed periodically. Staff will also receive regular and ongoing training as part of their professional development.

All staff will be particularly alert to the potential need for early help for a student who is misusing alcohol and other drugs themselves or is in a family circumstance presenting challenges that includes drug and alcohol misuse.

5. The Curriculum

All students will receive regular guidance on drugs and alcohol as part of the RSHE curriculum, in line with the Relationships, Sex and Health Education (RSHE) Policy.

Lessons will be delivered as appropriate to the age and phase of the students and will be differentiated according to individual learning styles.

Information about drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies. Where appropriate, expert visitors and external speakers will be sought to provide classes on drug and alcohol misuse.

6. Specific types of legal drugs

6a. Cigarettes and vaping

In accordance with part 1 of the Health Act 2006 and the school's Smoke-free designation, the school is a smoke-free environment – this includes vaping.

6b. Prescribed medicines

The school recognises that some students may require medications that have been prescribed by a doctor or other health professional. Parents and carers have the primary responsibility for their child's health and the school will request all relevant information about students' medical conditions from parents/carers.

Medicines will only be permitted to be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.

The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of non-prescription medicines, e.g. paracetamol, which may be taken in accordance with the manufacturer's instructions.

The school will only accept medicines which are provided in the original container as dispensed and include the prescriber's instructions for administration and dosage.

Further guidance can be found in the school's Students with Medical Needs Policy.

6c. Solvents

Students will not be permitted to use solvent-based products for any purposes other than for which they are intended including but not limited to, aerosol deodorants, hairspray, glue sticks.

The school will ensure that potentially hazardous solvents are stored safely, and students will be supervised if they are required to come into contact with them.

7. Students found to be under the influence of drugs or alcohol

Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on school premises will be escorted to a member of the Senior Leadership Team's (SLT) office where they will be assessed.

The school will decide whether it is appropriate to notify the student's parents or carers – parents/carers will be informed unless the school feels there is a safeguarding concern which means that telling the student's parents/carers may put them at risk. Where the school determines parents/carers should be notified, they will be contacted and asked to remove the student from the premises. In the event the school chooses not to inform the student's parents/carers, the student will be taken to the medical room where they will be provided with the appropriate support from a first aider.

If necessary, a search will be conducted in line with the Behaviour and Attitudes Policy.

8. Medical Emergencies

In drug or alcohol-related medical emergencies, trained first aiders will be summoned and care will be provided in line with the First Aid Policy. An ambulance will be called immediately if the casualty is seriously ill or it is believed their life is at risk. A staff member will remain with the casualty until the trained first aider arrives. Other students will be removed from the immediate area as soon as is reasonably practicable.

Following assessment by the first aider, a decision will be made as to whether an ambulance will be called if the emergency services have not already been contacted. The student's parents or carers will be telephoned and informed about the incident. In the event that an ambulance is called, the Headteacher will be informed as soon as is possible.

If the student is felt to be at risk, the Child Protection and Safeguarding Policy will be followed, and a referral made to an appropriate agency.

All accidents and incidents, including near misses or dangerous occurrences, will be reported via PRIME.

9. Threatening Behaviour

Aggressive and threatening behaviour by students under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the school will contact the police where necessary.

Any student displaying aggressive and/or threatening behaviour will be removed from the premises. If a student displays this kind of behaviour, their parents/carers will be contacted, and sanctions will be implemented in line with the school's Behaviour and Attitudes Policy.

10. Searching

Under Part 2, Section 2 of the Education Act 2011 and the DfE guidance 'Searching, Screening and Confiscation 2022', staff members are authorised by the Headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent of the student, if they have reasonable grounds for suspecting that the student is in possession of a prohibited item. Staff members may use common law to search students for any item with their consent.

A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item under legislation or school rules. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.

All searches will be conducted by two staff members, in line with the Behaviour and Attitudes Policy, and in line with the Physical Intervention section of the policy where physical contact with a student is required.

11. Controlled Substances

Where the school is unable to identify the legal status of a drug, it will be treated as a controlled substance. Where a legal drug is identified, the school will consider if it is appropriate to inform trading standards or the police about the inappropriate sale or supply of such substances to students in the area.

Following the identification and confiscation of a controlled substance, the sample will be sealed in a plastic bag and include details of the date and time of the confiscation or find, alongside the name of any witness(es) present. The sample will be stored in a secure location with access limited to the Headteacher or DSL/DDSL.

The incident will be reported immediately to the police, who will collect the sample and then deal with it in line with agreed protocols.

Statements will be completed and submitted to the Headteacher.

Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy and sanctions applied where appropriate in accordance with the Behaviour and Attitudes Policy.

Where controlled substances are found on school trips away from the school premises, the parents/carers of the student, as well as local police, will be notified.

12. Safeguarding

The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.

Staff members will be aware of the fact that alcohol and drug misuse can be an indicator of a safeguarding concern and is often an indicator of both child criminal and sexual exploitation.

All staff are aware that behaviours linked to issues such as drug and alcohol misuse put students in danger. Staff will be particularly alert to the potential need for early help for a student who is misusing drugs or alcohol, or where it is observed or suspected that their parents or family members misuse drugs.

Students experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate. Support will be arranged and offered to students in line with the school's Child Protection and Safeguarding Policy and Social, Emotional and Mental Health (SEMH) Policy.

13. Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being coerced into moving, storing and selling drugs across the country (known as county lines).

Staff will be aware of the indicators that may suggest a student is being criminally exploited through involvement in county lines, including where students:

- Have gone missing and are subsequently found in areas away from their home.
- Have been a victim or perpetrator of serious violence, e.g. knife crime.
- Have been involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs.
- Are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection.
- Are found in accommodation that they have no connection with.
- Owe a 'debt bond' to their exploiters.
- Have their bank accounts used to facilitate drug dealing.

Staff will be made aware of the following potential indicators of CCE for students:

- Appearing with unexplained gifts or new possessions.
- Associating with other young people involved in exploitation.
- Suffering from changes in emotional wellbeing.
- Misusing drugs and alcohol.
- Going missing for periods of time or regularly coming home late.
- Regularly missing school or education or not taking part in education.

Staff members will be aware that illegal drug use or possession by students may indicate that they are victims of exploitation, even if it appears that illegal activity regarding drugs is something to which they have consented. The DSL and DDSL will use their professional judgement to consider CCE as an explanation for a student's drug-related behaviour before pursuing other support and disciplinary procedures, rather than making assumptions about the student's intentions.

Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

14. Managing Incidents

Instances of students being involved in drug and/or alcohol incidents will be managed in line with the relevant school policies, including the Behaviour and Attitudes Policy, Suspensions and Exclusions Policy and the Child Protection and Safeguarding Policy.

Following an incident, the Headteacher will work with key members of staff, including the DSL and DDSL, to assess the student's welfare and support needs and decide on the most appropriate course of action to take.

Referrals will be considered to local youth, family or health services, and organisations such as VIA, to provide support.

The Headteacher will also be responsible for deciding if it would be appropriate to suspend or exclude the student, following the provisions outlined in the school's Suspensions and Exclusions Policy, and in consideration of the background to the incident and the health implications on the student or other students.

Support will be arranged for students involved in any alcohol or drug-related incidents, in line with relevant school policies.

15. Monitoring and Review

This policy will be reviewed annually by the Pastoral and Ethos Committee in the spring term.

Date approved by Governing Board: 09/02/2026

Applicable from: 09/02/2026

Signed by

Headteacher:

Date: 09/02/2026

Chair of Governors:

Date: 09/02/2026