Halliford School
SHEPPERTON

Drugs, Alcohol and Smoking Policy

June 2026

Approved by the Governing Body June 2026
To be reviewed June 2027

Contents

Mission Statement 2
Introduction 2
Definition 2
Exceptions 3
Management of authorised legal drugs 3
Alcohol 3
Education 4
Scope 4
Pastoral care and support 4
Signs and symptoms of drugs or substance misuse 6
Management of drug-related incidents 6
Discovery and confiscation 7
Police 7
Search 8
Testing 8
Sanctions 8
Safeguarding 9
Record keeping 9
Appendix 1 – Supportive Regime Arrangements 10
Appendix 2 – Testing for Drugs 11
Appendix 3 – Useful Organisations 12

Approved by the Governing Body June 2026
To be reviewed June 2027

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high-quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

Introduction

Halliford School is committed to promoting a healthy, safe environment in which good citizenship and respect for the rule of law can flourish. The school recognises the deeply concerning widespread availability of drugs in society today and also that the issue of drug use is constantly evolving. The school also acknowledges the social and other pressures that can lead to drug use by young people. The school maintains its stance in trying to provide a safe, drug-free environment as well as educating its pupils about the choices they make either on or off the school site and the implications of these choices.

Definition

For the purposes of this policy, by Drugs we are referring to:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971) including, alkyl nitrites (known as poppers) and Snus.
- All legal drugs, including alcohol, tobacco, e-cigarettes and vapes, nicotine pouches, volatile substances (those giving off a gas or vapour which can be inhaled), THC-containing vaping products, synthetic cannabinoids in vaping devices and new psychoactive drugs (legal highs);
- All over-the-counter and prescription medicines.
- All drugs paraphernalia including; pipes, cigarette papers, lighters, matches, filters, grinders, canisters and vaping fluid.

Legal highs - New psychoactive substances (NPS) or 'legal highs' are substances designed to mimic the effect of illegal drugs but are structurally different to avoid being classified as illegal substances. For the avoidance of doubt Halliford School recognises legal highs as drugs.

The school's stance is that supply, possession and/or use of any such drugs or related paraphernalia is inappropriate and in breach of the school rules.

Exceptions

Management of authorised legal drugs

There are circumstances in which some legal drugs are authorised for use in school, under strict conditions. These are prescribed medicines, hazardous chemicals (and solvents) and alcohol:

- Medicines: In most cases, staff do not administer medicines at school unless it would be detrimental to health or attendance not to administer them and only with parental written consent. Details about managing medicines can be found in our Health and Safety Policy. Medication will normally only be administered by Matron or a nominated First Aider.
- Hazardous chemicals and volatile substances (solvents): Arrangements for the secure and safe storage of chemicals e.g. for cleaning are set out in our Health and Safety Policy.

Alcohol

The school does not permit the consumption of alcohol during the school day, particularly for social events, other than in exceptional cases and with the express permission of the Headmaster, e.g. Speech Day, Parent Teacher Association Events. On such occasions the provision of alcohol must be subject to prior consent of the students' parents. It is illegal in the UK to serve alcohol to students under the age of 18. An exception is that where students are 16 or 17 it is legally permissible to serve (but not sell) them beer, wine or cider with a sit down meal, but this would only ever be the case with full parental permissions in place.

The policy on the consumption of alcohol on school trips is as follows:

- Students above the legal age for consumption of alcohol and, at the sole discretion of the Headmaster, may only consume alcohol with the express advanced written permission of parents and then only under the direct supervision of a member of staff. In such cases, alcohol must only ever be consumed in moderation.
- At least one member of staff (the duty member of staff where one is appointed) shall abstain from the consumption of any alcohol throughout the day; other members of staff are expected to drink responsibly and in moderation and to conduct themselves in line with the staff code of conduct, maintaining a professional approach at all times.
- Trip leaders are to note that the legal age for consumption of alcohol will vary by country and state, and it is their responsibility to check the law applicable at the time. If in any doubt, no alcohol is to be consumed.

This policy will be kept under review.

Education

Through our Personal, Social, Health and Economic Education Programme, we seek to educate students to understand the effect and risks associated with drugs, alcohol, tobacco and other substances, in relation to their health, well-being and the law. We reinforce the fact that the use of illegal drugs is or may be a criminal offence and is highly likely to be harmful to their health, integrity, independence, opportunities, and careers, and is likely to damage the society in which they live. We educate students by means of formal lessons, assemblies, visiting speakers, and within subject curriculums. The School recognises that drugs, vapes and alcohol may be promoted, sold or arranged through online platforms, social media, gaming environments and messaging applications. Such activity may constitute both a behavioural and safeguarding concern.

Scope

This policy applies at all times when a student is in the care of the school. It will also apply to incidents out of School where a student or the reputation of the school is affected, for example when one student is found to have offered illegal drugs or other dangerous substances to others, irrespective of their involvement with the school.

Pastoral care and support

The school appreciates that success will only be achieved with the support and cooperation of parents, with the constant vigilance of staff and with a school ethos which encourages and enables students to speak freely about their concerns, whatever they may be, through appropriate channels.

We encourage students and parents to discuss in confidence any anxieties they may have about use of tobacco, alcohol, drugs, vaping, nicotine and substance abuse with a member of staff.

Matters brought forward by a student, in advance of any action by the school in circumstances which are genuine, may at the discretion of the Headmaster be "ring-fenced" from disciplinary sanctions, but a student who contravenes this policy will face disciplinary sanctions. For example, a student who comes forward and voluntarily identifies themselves as a drug user and asks for help may be given the opportunity to reform their behaviour with counselling and a supportive testing regime (see Appendix 1). Similarly, students who identify themselves as having difficulties with alcohol, tobacco, vaping or nicotine will be provided the appropriate support. Any costs associated with providing such programmes of support to students would be at the parents' expense.

Parents are likewise encouraged to talk to the Headmaster or one of the Deputy Heads if they have any reason to think that their child may be involved with drugs or other substances whether during the holidays or at school. Confidences of this kind will not result in the student being required to leave where the intention on the part of the student or parent is to get help. It is especially important that parents should not feel that they have a conflict of interest in this respect.

Concerns relating to possession, supply or distribution of substances may indicate child criminal exploitation, including county lines involvement, and will be referred to the Designated Safeguarding Lead where appropriate.

Signs and symptoms of drugs or substance misuse

All staff are expected to be aware of the signs of possible drug abuse. They are required to report any worries they may have in this regard about a student to the Deputy Head Pastoral or the Headmaster.

The signs listed below may indicate drug or substance misuse. However, their presence alone is not conclusive. Many are just normal manifestations of adolescence.

- Unexpected decline in academic performance.
- Unexplained mood swings, outbreaks of temper, restlessness, and irritability.
- Excessive tiredness with no obvious cause.
- Lack of appetite.
- Lack of interest in turnout or physical appearance.
- Change in pupil dilation (eyes).
- Heavy use of after-shave lotions and colognes to disguise the smell of drugs, vaping, tobacco or alcohol.
- Sores or rashes, especially on the mouth or nose.
- Unwillingness to take part in school activities.
- New friends in older age groups.

Management of drug-related incidents

A drug-related incident includes any incidents involving any drug that is unauthorised. Drug related incidents might include: students smoking cigarettes or drinking alcohol in school, a parent/carer collecting their child whilst drunk, students selling any drugs, alcohol or tobacco or vape products to other students, misusing another student's asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another student, a teacher with information about the illegal sale of vapes or cigarettes at a local shop, the caretaking team finding used syringes in the playground, a member of the public phoning the School to say they have seen students smoking in Shepperton, vaping or using nicotine pouches in school.

Possession, consumption or supply of drugs in the school environment is an offence, an assessment of which will lead to disciplinary action up to and including expulsion, in accordance with the School's Behaviour Policy.

In all drug-related incidents the following principles will apply:

- Medical emergencies will be dealt with according to the First Aid Policy. First and foremost, staff must consider if there is any medical emergency. The safety of the individual and those around them is paramount. The utmost priority in any drug-related situation must be given to safety, and any medical emergencies should be met

immediately with first aid, and summoning appropriate help, before addressing the wider issues.

- The Headmaster and Deputy Head Pastoral will be informed immediately. In drug-related incidents involving illegal drugs, the Headmaster will inform the Chairman of Governors.

- All situations will be carefully considered before deciding on the response.

- Investigations will be carried out fairly, thoroughly and in accordance with natural justice. The school will always investigate rumours about involvements in illegal drugs and substances and the misuse of alcohol. Staff should not assume the use of drugs on the basis of rumours or behaviour alone. However, if there is a suspicion, evidence will be collected over a period of time before a decision is made to question the student(s) involved.

- Parents will be kept informed as far as is practicable and invited into the school to discuss the matter at an appropriate time.

Discovery and confiscation

When a person is discovered using, supplying or possessing a substance that is not permitted on school premises and which is described in this policy, the following actions will take place:

<u>If the substance is suspected to be illegal</u>, staff can take temporary possession of it.

- it will be confiscated, in the presence of a second member of staff as a witness.
- the sample will be sealed in a plastic bag with details of the date and time of the seizure/find and witness present and stored in a secure location.
- the police will be notified immediately; they will collect it and store or dispose of it, in line with locally agreed protocols.

<u>If the substance is legal (but unauthorised in school)</u>, it will be disposed of or handed to the parent/carer.

<u>If school staff are unable to identify the legal status of a drug</u>, it should be treated as an illegal drug.

Police

The possession, supply or taking of drugs may involve a criminal offence, and effective liaison with the police can help in the handling of such incidents. The police would not normally need to be involved in cases of legal drugs, but it may be appropriate to inform trading standards or the police about the inappropriate sale for supply of tobacco, alcohol, legal highs or volatile substances to students in the local area.

Search

Investigation into a drugs-related incident may involve a decision as to whether or not it is reasonable and proportionate to carry out a search. While students have the right to expect a reasonable level of privacy, the Headmaster and staff at Halliford School have statutory powers to search students or their possessions, where they have reasonable grounds for suspecting that a student may have a prohibited item or may cause harm to themselves or others. Drugs, as defined in this policy, are among the list of prohibited items. Halliford School's procedures regarding searches are set out in the School's Behaviour Policy. Further information can also be found in the Department for Education document *Searching, screening and confiscation*, dated July 2023:
https://www.gov.uk/government/publications/searching-screening-and-confiscation

Testing

If the Headmaster or Deputy Heads have reason to suspect that a student has been involved with drugs or dangerous substances, the student may be asked to supply, under medical supervision, a biological sample (saliva, hair or urine) for analysis.

The school takes the view that, unless there is overwhelming medical evidence against taking a test, refusal to take a test could be considered admission of guilt. Refusal to cooperate with a reasonable request for drug testing may be taken into account when determining the school's response to an incident and may itself constitute a disciplinary matter. Each case will be considered individually.

The school reserves the right to test students if we consider it necessary through targeted supportive intervention or random drugs testing of year groups where the Headmaster considers this reasonable, proportionate and in the legitimate interests of safeguarding and pupil welfare.

The rationale behind our testing policy is:

- to deter breaches of School discipline.
- to identify users.
- to absolve those who have been wrongly suspected.
- to support students in making positive choices when they are outside of school.

Further details of the testing arrangements are given in Appendix 2.

Sanctions

The school does not have automatic sanctions, but any student involved in the possession, supply and taking of illegal drugs both on and off site can expect to be expelled. The Headmaster will deal with cases on an individual basis in accordance with the procedures set out in the School's Behaviour Policy and the Expulsion, Removal and Governors' Review Policy.

Safeguarding

If parents or guardians attending school premises or other visitors appear to be under the influence of drugs or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the school's Designated Safeguarding Lead and Headmaster. If they refuse to leave, the Headmaster or his representative should call the police. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to the Designated Safeguarding Lead or a member of the Senior Management Team who may telephone the police. If the Designated Safeguarding Lead reasonably believes that a student is at immediate risk of harm from a parent or guardian who is under the influence of drugs or alcohol, (e.g if they are planning to drive their child home), the student will not be released into the care of the parent or guardian and the school's child protection procedures will be followed.

Record keeping

A report of any drug-related incident and investigation should be written up as soon as possible after the event and signed and dated by all staff present. Records will include the nature of the concern, actions taken, decisions reached, rationale for those decisions and the final outcome. If the record includes any safeguarding information, then this should be held on a separate confidential file.

Appendix 1 – Supportive Regime Arrangements

Full name of student	
Date	
Student's date of birth	
Age now	

1 I have made a voluntary admission of having brought into school a controlled drug or substance in breach of Halliford School's policy and disciplinary rules.

2 As an alternative to expulsion, the Headmaster has offered me a supportive regime under which for the remainder of this term and for the duration of my time at Halliford School, without obligation on the part of the School, I may at any time be asked to provide a saliva/ hair/urine sample under supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood.

3 I understand that I may be asked to provide a saliva/hair/urine sample at any reasonable time even if no grounds exist at that time to suspect that I have been involved with drugs or substances.

4 I agree to be subject to this regime and to co-operate with the school in every respect. I understand that the school will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.

5 I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive, I would almost certainly be required to leave the school.

Signed	

Declaration of parents / guardian / education guardian

I / We the undersigned have read the Halliford School Policy on Drugs and Substances, and this Appendix. For my / our part, I/we accept the Headmaster's offer of a supportive regime for the named student, as described above.

I / We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test which I / we understand to be around £450 & VAT

Signed	
Full name	
Relationship to student	
Date	

Appendix 2 – Testing for Drugs

- **Biological sample:** If, outside the context of confidential counselling, there is reason to suspect that a student has been involved with drugs or substances, that student may be asked to supply, under medical supervision, a biological sample (saliva, hair or urine) for analysis.
- **Medical supervision:** The biological sample will be taken under medical supervision. A member of the school staff will be present. All due care will be taken to respect the student's privacy and human rights.
- **Testing procedures:** These will be in accordance with standard good practice and where applicable the *Testing for substance misuse in schools* (June 2020) produced by the Medical Officers in Schools Association (MOSA):

    - care will be taken to make as certain as possible that the sample provided is genuine and uncontaminated;
    - the student will be asked to sign various seals and documents which confirm that the specimens are theirs;
    - the student will also be asked to sign a form which signifies that they are satisfied with the collection procedure and give consent for the results of the test to be made available to the Head.

- **Medical record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
- **Outcome:** When the school receives the laboratory report:

    - reasonable attempts will be made to notify a parent by telephone;
    - if the result is negative, any second sample will be destroyed immediately;
    - if the result is positive, a second sample will be made available for independent analysis.

Appendix 3 – Useful Organisations

Alcoholics Anonymous
The official UK website for Alcoholics Anonymous. www.alcoholics-anonymous.org.uk Tel: 0800 917 7650

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Email: enquiries@ash.org.uk or website www.ash.org.uk

The DSM Foundation The Daniel Spargo-Mabbs Foundation is a drug and alcohol education charity that aims to support young people to make safe choices about drugs and alcohol and reduce harm. **https://www.dsmfoundation.org.uk/**

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 www.drinkaware.co.uk

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: www.drugeducationforum.org.uk

Drugwise – is the UK's leading centre of expertise on drugs. The site provides balanced and up-to-date drug information to professionals and the public. www.drugwise.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0300 123 6600 or Text 82111 Email: frank@talktofrank.com or website www.talktofrank.com

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810 762 Email: information@re-solv.org or website www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044