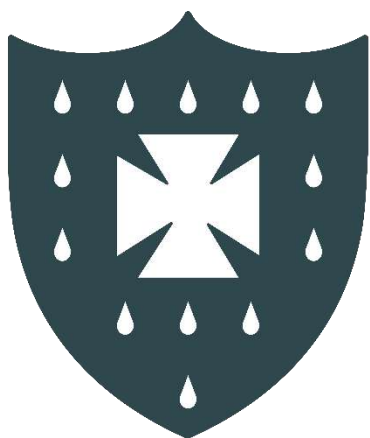




S. Anselm's Prep School Peak District

Policy Title: Drugs, Alcohol, Tobacco, Vaping and Substance Misuse Policy

Policy Category: Pastoral

Policy Number: P5

Policy Owner / Author:	K Hardy & H Burson-Thomas
Approved by:	Head
Date Approved:	V1.1 July 2026; V1.0 approved September 2025
Effective Date:	1 September 2027, coinciding with the extension of the school's registered age range to 0-16
Next Review Date:	September 2028
Version:	1.1
Related Policies:	Medical Policy Medicine Administration Policy Health & Safety Policy Behaviour Management Policy Screening, Searching and Confiscation Policy
Confidentiality Label:	☐ Internal Use Only ☐ Parent Web Page ☐ Public Document
Contact for Queries:	

✦ This document is controlled and reviewed as part of the school's policy management process. Please refer to the school's website or Teams to ensure you are using the most up-to-date version.

1. Introduction

At S. Anselm's School, promoting pupils' health, wellbeing and personal responsibility is central to our pastoral ethos.

We recognise that children and young people will encounter issues relating to medicines, alcohol, tobacco, vaping, nicotine and other drugs as they grow up. Through education, safeguarding, clear expectations and appropriate support, the School aims to equip pupils with the knowledge, understanding and confidence to make safe and informed decisions.

This policy supports the School's wider Behaviour, Safeguarding & Child Protection, PSHE, Medical and First Aid, and Searching, Screening and Confiscation policies.

Our approach is underpinned by the S. Anselm's ethos set out in Appendix 1.

Subject to approval of the School's proposed material change, this policy will extend to Years 9–11 as those year groups open. The policy will be reviewed as the Senior School develops to ensure that education, safeguarding and pastoral provision remain appropriate to pupils' age and stage.

2. Definition

For the purposes of this policy, the term **drugs** is used broadly to include substances which may affect the way a person feels, thinks or behaves.

This includes:

- prescribed medicines;
- over-the-counter medicines;
- alcohol;
- tobacco;
- vaping devices and e-cigarettes;
- nicotine products;
- controlled drugs;
- volatile substances;
- new psychoactive substances; and
- other substances which may be misused or cause harm.

The School recognises the important distinction between the legitimate use of medicines for health needs and the possession, supply or misuse of substances which may place a pupil or others at risk.

3. Aims

This policy aims to:

1. establish clear expectations regarding drugs, alcohol, tobacco, vaping and other substances;
2. provide pupils with accurate, age-appropriate education;
3. ensure staff understand how to respond to substance-related concerns or incidents;
4. ensure safeguarding is considered whenever substance misuse may indicate vulnerability, exploitation or other welfare concerns;
5. ensure pupils affected by substance use receive appropriate support;
6. ensure medicines are managed safely in accordance with the School's medical procedures;
7. provide clear arrangements for responding to suspected possession, use or supply;
8. ensure any disciplinary response is fair, proportionate and considered alongside safeguarding needs; and
9. establish appropriate expectations for adults in relation to alcohol, smoking and other substances on School premises and when responsible for pupils.

4. Drug and Substance Education

4.1 Aims of Education

The School's drug and substance education aims to provide pupils with accurate information and develop the knowledge, skills and attitudes necessary to make healthy, safe and responsible decisions.

Pupils should develop:

- knowledge of the effects and risks associated with alcohol, tobacco, vaping, nicotine and other drugs;
- an understanding of relevant law and age restrictions;
- an understanding of addiction and substance dependence appropriate to their age;
- awareness of how drugs and alcohol can affect individuals, families and communities;
- awareness of peer pressure and other influences on behaviour;
- strategies for managing difficult or risky situations;
- assertiveness and refusal skills;
- understanding of exploitation, including county lines and criminal exploitation;
- knowledge of where and how to seek help for themselves or another person; and
- an ability to challenge myths, stereotypes and misleading information.

4.2 Curriculum

Drug and substance education forms part of the School's PSHE curriculum and is supported by Science and other appropriate areas of the curriculum.

Teaching is progressive and age appropriate.

Reception to Year 6

Learning may include:

- medicine safety;
- healthy lifestyles;
- understanding that some substances can be harmful;
- the effects of smoking and alcohol;
- making safe choices;
- managing peer influence; and
- knowing how and where to seek help.

Years 7–8

Learning develops to include:

- smoking, vaping, nicotine and alcohol;
- attitudes towards drugs and substance use;
- physical and emotional effects;
- peer and social influences;
- risk-taking;
- safe decision-making;
- recognising pressure and coercion; and
- accessing appropriate help.

Years 9–11

Subject to approval of the proposed material change and as these year groups open, learning will develop further to include age-appropriate consideration of:

- substance misuse and addiction;
- alcohol and illegal drugs;
- vaping and nicotine dependence;
- social situations involving substances;
- peer pressure and coercion;
- criminal exploitation and county lines;

- the law relating to possession and supply;
- the impact of substance use on health, relationships and decision-making;
- risks associated with driving and substance use;
- supporting friends safely; and
- accessing appropriate professional help.

Parents are informed about relevant curriculum content through the School's curriculum information.

5. Teaching and Learning

Drug and substance education is delivered primarily through PSHE and Science.

Teaching should be factual, age appropriate and sensitive to pupils' experiences.

A variety of teaching methods may be used, including discussion, case studies, scenarios, research, debate and appropriately chosen external speakers or resources.

Teachers should establish clear ground rules for sensitive discussions. Pupils should understand that they should not be encouraged to disclose personal experiences publicly in lessons.

Where a pupil makes a disclosure or raises a safeguarding concern, staff must follow the School's Safeguarding & Child Protection Policy and must not promise confidentiality.

The School Nurse and other appropriately qualified professionals may contribute to teaching where this adds value.

6. Scope

This policy applies to pupils:

- on School premises;
- on School transport;
- on educational visits, residentials and fixtures;
- at School events;
- whilst boarding; and
- at other times when pupils are under the care or responsibility of the School.

The School may also respond to behaviour outside these circumstances where there is a sufficient connection with the School, another pupil or the safety and welfare of the School community, in accordance with the Behaviour Policy.

7. Medicines

The School recognises the legitimate need for pupils to use prescribed and approved non-prescription medicines.

Medicines must be brought into, stored, administered and recorded in accordance with the School's Medical and Medicine Administration procedures.

Pupils must not share, exchange or supply medicines to one another.

Any misuse of medicines will be treated as a health, safeguarding and/or behaviour concern depending on the circumstances.

8. Tobacco, Vaping and Nicotine Products

Pupils must not:

- smoke;
- vape;
- use nicotine products;
- possess tobacco;
- possess vaping devices, e-cigarettes or associated products; or
- possess unauthorised nicotine products

whilst on School premises or otherwise under the care or responsibility of the School.

Where such an item is discovered, it may be confiscated in accordance with the School's Searching, Screening and Confiscation Policy.

Parents will normally be informed.

The incident will be considered under the Behaviour Policy and an appropriate sanction may be imposed. The School will also consider whether the behaviour indicates a health, pastoral or safeguarding concern and whether support is required.

There is **no automatic sanction** attached to a single type of incident. The School will take account of matters including:

- the pupil's age;
- the nature and seriousness of the incident;
- whether there was possession, use, sharing or supply;
- whether this is a first or repeated incident;

- the pupil's individual needs and circumstances;
- any evidence of coercion or exploitation;
- safeguarding considerations; and
- risk to other pupils.

Smoking and vaping by adults are not permitted in areas of the School used by pupils or where pupils could reasonably be exposed to them.

Members of staff accompanying pupils on trips or residentials must not smoke or vape in pupils' presence.

9. Alcohol

9.1 Pupils

Pupils must not possess, consume, supply or be under the influence of alcohol whilst under the care or responsibility of the School.

Where alcohol is discovered, it may be confiscated in accordance with the School's Searching, Screening and Confiscation Policy.

Parents will normally be informed and the incident will be considered under the Behaviour Policy.

A disciplinary response may be appropriate, including a serious sanction where circumstances warrant it, but suspension or permanent exclusion will **not be automatic**.

The School will also consider whether the incident raises a safeguarding, health or welfare concern.

9.2 Adults and School Events

The School recognises that alcohol may occasionally be served to adults at appropriate School social events.

Where this occurs:

- alcohol must be stored securely and be inaccessible to pupils;
- alcohol must not be supplied to pupils;
- adults are expected to behave responsibly;
- staff who are responsible for pupils must remain fit to perform their duties safely and effectively; and
- sufficient staff who have not consumed alcohol must remain available to respond to an emergency and carry out safeguarding responsibilities.

Staff must not consume alcohol while carrying out duties where doing so would impair, or could reasonably be perceived to impair, their ability to supervise or safeguard pupils.

Specific arrangements for residential visits should also be set out in the School's Educational Visits and/or Staff Handbook.

10. Volatile Substances and Other Intoxicating Products

Pupils must not possess or deliberately inhale or consume volatile substances or other products for the purpose of intoxication.

Products such as solvents, aerosols, glues and chemicals required for legitimate educational or operational purposes must be stored and used safely in accordance with the School's Health and Safety procedures.

Suspected misuse will be treated as a health and safeguarding matter as well as, where appropriate, a behaviour concern.

11. Controlled Drugs and Other Unauthorised Substances

The possession, use or supply of controlled drugs or other unauthorised substances by pupils whilst under the care of the School is prohibited.

Supply of drugs, involvement in drug dealing or deliberate involvement in the exploitation of other children is regarded as an extremely serious matter.

However, the School recognises that children who appear to be involved in drugs may themselves be victims of exploitation, coercion or abuse.

Any incident must therefore be considered from **both a safeguarding and behaviour perspective**.

12. Immediate Response to a Suspected Drug or Alcohol Incident

12.1 Medical Safety Comes First

Where a pupil appears unwell, intoxicated or otherwise affected by a substance, the first priority is the pupil's safety and the safety of those around them.

Staff should:

1. seek assistance from the School Nurse, qualified first aider or appropriate medical professional;
2. provide first aid where necessary;
3. call emergency medical services where required;
4. avoid leaving an unwell pupil alone;
5. establish, where reasonably possible, what may have been taken without delaying treatment; and
6. inform the DSL or another appropriate senior member of staff.

Parents will normally be contacted promptly unless there is a safeguarding reason why doing so would place the pupil at increased risk.

Where there is immediate danger, serious illness or uncertainty about the substance involved, staff should seek emergency medical advice.

13. Safeguarding

Substance misuse may be a symptom of wider difficulties or evidence that a child is at risk.

Staff must consider whether an incident may be connected with:

- child criminal exploitation;
- county lines;
- coercion or threats;
- grooming;
- child sexual exploitation;
- neglect;
- abuse;
- mental health or emotional wellbeing;
- peer pressure;
- domestic circumstances;
- organised crime; or

- another safeguarding concern.

Where a safeguarding concern exists, staff must follow the School's Safeguarding & Child Protection Policy and refer the concern promptly to the DSL or a Deputy DSL.

The DSL will consider whether advice or referral to children's social care, police, health services or another agency is required.

A pupil should not be treated simply as an offender where there are indications that they may have been exploited or coerced.

14. Searching Pupils and Possessions

Any search connected with drugs, alcohol, vaping products, tobacco, nicotine products or another prohibited item must be undertaken **in accordance with the School's current Searching, Screening and Confiscation Policy and applicable law and guidance.**

Staff must not improvise a personal search or attempt a search beyond the authority given to them by the School.

Where a search is considered necessary, staff should:

- involve an authorised senior member of staff;
- have regard to the pupil's dignity, welfare and safeguarding needs;
- make an appropriate record of the search, reason, people present, outcome and follow-up action; and
- inform parents in accordance with the School's Searching, Screening and Confiscation Policy and any relevant safeguarding considerations.

Where a pupil refuses to cooperate, staff should seek advice from the Head or another authorised senior member of staff and follow the Searching, Screening and Confiscation Policy. The police may be contacted where appropriate.

School staff must never conduct an intimate search.

15. Confiscation and Handling of Suspected Controlled Drugs

If a suspected controlled drug or other substance of uncertain legal status is discovered, staff must not taste or otherwise attempt to identify it by consumption or unsafe handling.

A senior member of staff should:

1. ensure, wherever possible, that a second adult witnesses the handling of the substance;
2. place the substance in a suitable sealed container or bag;
3. record the date, time and circumstances in which it was found or surrendered;
4. record the names of those present;
5. store it securely with access limited to authorised senior staff;
6. contact the police without unnecessary delay for advice and collection;
7. record any police reference number or advice received; and
8. consider and record any safeguarding and pastoral action required.

The School will not dispose of a suspected controlled drug by simply throwing it away or returning it to the pupil.

16. Police Involvement

The School will consider police involvement according to the circumstances of each incident.

Police involvement may be particularly appropriate where there is:

- suspected supply or dealing;
- a significant quantity of a controlled drug;
- evidence of criminal exploitation or county lines;
- threats or violence;
- a weapon;
- repeated serious offending;
- uncertainty about the nature of a substance; or
- another significant risk to pupils or the wider community.

Suspected controlled drugs retained by the School will be handed to police in accordance with relevant guidance.

Decisions about sharing information concerning an individual pupil will take account of safeguarding, data protection and the need to protect children and others.

17. Investigation

A drug- or alcohol-related incident should be investigated carefully before a disciplinary decision is made.

The School should seek to establish, so far as reasonably possible:

- what happened;
- what substance or item was involved;
- whether the pupil possessed, used, shared or supplied it;

- the quantity involved;
- how it came into the pupil's possession;
- whether any other pupils were involved;
- whether coercion, exploitation or pressure was present;
- whether there are previous relevant incidents;
- whether the pupil requires medical or pastoral help; and
- whether a safeguarding referral is necessary.

A written record should be retained.

18. Behaviour and Sanctions

Possession, use or supply of prohibited substances may constitute serious misconduct under the Behaviour Policy.

Possible responses include:

- a formal warning;
- detention or another School sanction;
- pastoral intervention;
- behaviour monitoring;
- suspension; or
- permanent exclusion.

Suspension or permanent exclusion is not an automatic consequence of a drug or alcohol incident.

The Head will determine the appropriate response after considering the individual circumstances and the interests of the pupil and wider School community.

Factors may include:

- the seriousness of the incident;
- possession compared with use or supply;
- quantity and type of substance;
- the pupil's age and understanding;
- intent;
- previous behaviour;
- impact on others;
- safeguarding or exploitation concerns;
- SEND or disability;
- mitigating circumstances;
- honesty and cooperation; and
- risk to the School community.

Supply of controlled drugs or deliberate involvement in drug dealing would normally be regarded as particularly serious and could result in permanent exclusion.

Any sanction will be applied in accordance with the School's Behaviour Policy and contractual arrangements with parents.

19. Supporting Pupils

Disciplinary action does not remove the School's responsibility to safeguard and support a pupil.

Where appropriate, support may include:

- Form Tutor support;
- pastoral support;
- School Nurse involvement;
- counselling;
- support from the DSL;
- work with parents;
- referral to a GP or health professional;
- referral to local drug or alcohol services;
- early help; or
- referral to children's social care or another statutory service.

Pupils should know that asking for help will be taken seriously and sensitively.

A pupil who voluntarily seeks help regarding their own substance use should not be discouraged from doing so by fear of an automatic disciplinary response. The School will nevertheless respond appropriately where other pupils are at risk or School rules have been breached.

20. Confidentiality and Disclosures

Staff cannot promise confidentiality to pupils.

Information should be shared only with those who need it in order to safeguard the pupil or others and in accordance with the School's Safeguarding & Child Protection Policy.

Parents will normally be involved where a pupil is affected by substance misuse.

However, where there is reason to believe that informing a parent would place the child at increased risk of harm, the DSL should determine the appropriate course of action and seek advice from children's social care where necessary.

21. Criminal Exploitation and County Lines

The School recognises that children involved with drugs may have been groomed, coerced or exploited by others.

County lines and other forms of child criminal exploitation may involve children being used to transport, store or supply drugs or money.

Possible indicators may include unexplained:

- money or possessions;
- absences;
- travel;
- changes in friendship groups;
- use of multiple phones;
- deterioration in behaviour or attainment;
- injuries;
- threats or intimidation;
- relationships with older individuals; or
- fearfulness or secrecy.

These indicators are not proof of exploitation, but concerns should be reported to the DSL.

Where criminal exploitation is suspected, safeguarding the child is paramount.

22. Parents and the Wider Community

The School aims to work constructively with parents in preventing and responding to substance misuse.

Parents will normally be informed of incidents involving their child and may be invited to meet appropriate members of staff.

The School may also provide or signpost parents to information relating to alcohol, drugs, vaping and nicotine use.

Where appropriate, the School will work with health services, police, children's social care and other specialist agencies.

23. Key Stage 4

Subject to approval of the School's proposed material change and as Years 9–11 open, the School's substance education and pastoral provision will develop appropriately for older pupils.

Greater independence does not alter the School's prohibition on pupil possession, use or supply of alcohol, tobacco, vaping products, nicotine products, controlled drugs or other prohibited intoxicating substances whilst pupils are under the School's care.

Education for older pupils will place particular emphasis on:

- independent decision-making;
- health consequences;
- social pressure;
- consent and vulnerability;
- criminal exploitation;
- county lines;
- the law;
- driving and road safety;
- supporting friends;
- knowing how to obtain help; and
- preparation for greater independence beyond School.

24. Recording

The School will maintain appropriate records of significant substance-related incidents.

Records should include, as appropriate:

- the nature of the concern;
- the pupil or pupils involved;
- any search undertaken;
- any substance or item confiscated;
- medical action;
- safeguarding consideration and referrals;
- parental communication;
- police or external-agency involvement;
- disciplinary action; and
- ongoing support.

Safeguarding records will be maintained in accordance with the Safeguarding & Child Protection Policy.

25. Staff Training

Relevant staff will receive guidance appropriate to their responsibilities on:

- this policy;
- safeguarding and child criminal exploitation;
- responding to a pupil who appears intoxicated or unwell;
- searching and confiscation;
- recording and reporting concerns; and
- routes for internal and external referral.

26. Monitoring and Review

The Head and appropriate senior staff are responsible for ensuring that this policy is implemented effectively.

The policy should be reviewed regularly and whenever relevant statutory guidance, legislation, School provision or safeguarding arrangements change.

Subject to approval of the proposed material change, it will be reviewed as Years 9–11 open to ensure that provision remains appropriate to the age, maturity and needs of pupils.

27. Related Policies

This policy should be read alongside the School's:

- Safeguarding & Child Protection Policy;
- Behaviour and Sanctions Policy;
- Searching, Screening and Confiscation Policy;
- Medical / Medicine Administration Policy;
- First Aid Policy;
- PSHE Policy;
- Anti-Bullying Policy;
- Health and Safety Policy;
- Educational Visits Policy;
- Boarding Policy and Boarders' Handbook, where applicable; and
- Staff Code of Conduct / Handbook.

Appendix 1: School Ethos

Esse Quam Videri – To be rather than to seem to be

At S. Anselm's our combination of tradition and informality engenders a sense of partnership between teacher and pupil. We share the excitement of education and discovery, encouraging method and perseverance so that children experience the satisfaction of taking responsibility for their learning and for their achievements.

S. Anselm's School:

- encourages individuality, creativity, perseverance and tolerance;
- develops inquisitive thinking, with a love of learning where independent thought is celebrated;
- fosters in every child a clear understanding of themselves and what they can contribute to society;
- helps pupils to recognise strengths in others and to understand how they are different, and also encourages pupils to discover more about themselves;
- instils in pupils the values of moral courage and inner strength to connect effectively with the modern world, not merely to succeed but to make things better for those around them; and
- helps to foster in pupils, former pupils, parents and staff pride in the S. Anselm's community and for them to feel valued and nourished by the community.