NORWICH HIGH SCHOOL
For Girls aged 3-18

GDST

Drugs and Alcohol Policy

Policy owner	Deputy Head Pastoral and Co-curricular
Policy last reviewed	September 2026
Policy next review date	September 2027
Policy audience	Staff, parents and pupils

Introduction

Drug use and misuse can have a serious effect on personal health, wellbeing and academic achievement, and potentially a wider detrimental effect on families, the community and society as a whole. Norwich High School has an important role to play in drug prevention and education, as well as helping those who misuse drugs, or are at risk from drug misuse.

In accordance with the school's and the GDST's Drugs and Alcohol Policy, the school aims to:

- Create an environment which engenders safety and wellbeing for all members of the school community.
- Provide pupils with an up to date, relevant drug education programme.
- Manage drug-related incidents effectively, in accordance with the law and best practice.
- Have in place clear disciplinary procedures relating to drugs.
- Provide pastoral care and support for pupils affected by or at risk from drugs.
- Ensure that staff have the confidence to contribute to drugs education and deal with drug related incidents.
- Work in partnership with parents, the school community, and other agencies, including the police, in relation to the above aims.

Scope

This policy applies to all pupils at all times whilst on school premises, near the school premises, travelling to and from school, within the school day during term time and at other times when wearing school uniform, on school visits, residentials, and work experience.

The policy may also apply entirely outside of the school context, where it is likely that there will be an impact on the welfare of members of the school community, or on the ethos or reputation of the school.

Key members of staff

Mrs Dolding (with the support of Mrs Francis, DSL) has overall responsibility for drug issues including managing drug-related incidents and liaising with the police, and also developing, monitoring and reviewing this policy.

Mrs Dolding has overall responsibility for pastoral care and support of students within the context of the senior school's pastoral structure, and Mrs Tea for the Prep School.

Mrs Musson is responsible for the development, monitoring and review of the drug education curriculum as part of the PSHE programme

Links to other policies: This policy has been developed with regard to the DfE and ACPO drug advice for schools (September 2012).

The policy should be read in conjunction with the following GDST and school policies:

- ➢ Safeguarding and Child Protection Policy.
- ➢ GDST Safeguarding Procedures, including the staff Code of Conduct.
- ➢ Behaviour Policy.
- ➢ GDST Fixed Period and Permanent Exclusions Policy.
- ➢ PSHE Policy.
- ➢ Health and Safety Policy.
- ➢ GDST Administration of Medicines Protocol.
- ➢ Add any further relevant school policies.

Definitions

Drugs are defined, in line with the guidance provided by the Department for Education, as:

- ➢ All illegal drugs (those controlled by the Misuse of Drugs Act 1971), such as ecstasy, cannabis, crack/cocaine, heroin and LSD.
- ➢ All legal drugs, including but not limited to alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), electronic cigarettes (regardless of the substance contained within them), alkyl nitrites (known as poppers), high caffeine energy drinks and other unauthorised substances
- ➢ All over-the-counter and prescription medicines, and
- ➢ New psychoactive substances (NPS), formerly known as 'legal highs'. The Psychoactive Substances Act 2016 makes it an offence to produce, supply, offer to supply, possess with intent to supply, possess on custodial premises, import or export any substance intended for human consumption that is capable of producing a psychoactive effect.

The use of Electronic Cigarettes ('vaping'), although not illegal, does still concern health professionals, particularly because of their largely unregulated nature and because they can act as

a gateway into other substance abuse. For the avoidance of doubt, the GDST recognises Electronic Cigarettes as a legal drug.

A drug-related incident, for the purpose of this policy, is defined as any issue relating to drugs being (or potentially being) used, bought, sold, distributed, promoted, or held, either on or off school premises, including any disclosure, suspicion or allegation relating to drugs or any refusal of consent where, in the Head's considered opinion, the refusal is unreasonable.

Drugs Education

The aim of drugs education is to give young people age-appropriate and accurate information about drugs and help them to develop the skills and attitudes to make healthy, safe and responsible choices about drug use.

Drugs education is incorporated into the school's science curriculum and PSHE programme, and covers:

- ➢ Information about the effects and dangers of drugs on the individual, relationships, families and the community.
- ➢ The legal context, media and social influences.
- ➢ Skills to help pupils keep themselves and others healthy and safe, including managing situations involving drugs, avoiding risk, assertiveness, confronting peer pressure and helping others.

External speakers including The Matthew Project and Norfolk Constabulary are invited into school where they can add expertise to particular topics and themed events.

All staff who deliver the PSHE programme, including elements relating to drugs education, are provided with relevant curriculum support and guidance.

Management of Drugs in School

The school does not permit the possession, use or supply of any illegal or legal drug (unless authorised legal drug). This rule applies equally to staff, students, parents and carers, governors and those visiting the school.

Authorised legal drugs:

<u>Medicines</u>

Where a pupil has over-the-counter or prescription medicine for a legitimate medical purpose, the GDST Administration of Medicines Protocol must be followed, together with the relevant school procedures relating to the administration of medicines. Further support and guidance can be obtained from the School Nurse, Sister Turner.

Staff taking medication should refer to the GDST Sickness Absence and Ill Health Procedure. In the EYFS, staff medication must be securely locked and out of the reach of children at all times.

Alcohol

It is GDST policy that the only permissible alcohol consumption by pupils in schools or at offsite school events relates to sixth form pupils, who may be allowed to drink a small quantity of alcohol on specific occasions under the supervision of staff where this has been risk assessed and signed off by the Head and is consistent with the law. Exceeding this limit will be considered a disciplinary matter.

A Sixth Form code of conduct for the Leavers' Ball is provided at the time of the event to pupils and parents.

Other than as outlined above all pupils are prohibited from consuming, buying, selling, supplying, distributing, or being in possession of alcohol within the scope of this policy.

Staff should observe the Code of Conduct relating to alcohol consumption (see the Safeguarding Procedures).

Management of Drug-Related Incidents

Drug related incidents can include emergencies, observations and discovery, disclosure, suspicion and rumour. This would include situations such as students smoking in school, being intoxicated on school premises, dealing in an illegal substance, making a disclosure about their own drug use or expressing concern about another's drug use, on or off the school site.

In all drug-related incidents the following steps will be followed:

- ➢ Medical emergency: 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 on safety, and any medical emergencies should be met immediately with first aid, and summoning appropriate help, before addressing the wider issues. Anyone who is unconscious, having trouble breathing, confused, or disorientated, or who has taken a potentially harmful substance / may be under the influence of a drug, should be responded to as an emergency. If there is any doubt, medical assistance should be immediately obtained.
- ➢ Report: The incident must be reported to the Head and staff member responsible for dealing with drug-related incidents as soon as possible.

Whilst staff are always willing to offer sensitive advice and support, pupils should be aware that any information about illegal activity or a safeguarding risk cannot be held in confidence.

- ➢ Assess: All situations will be carefully considered before deciding on the response. If there is a potential safeguarding concern, the Safeguarding and Child Protection Policy will be followed. At this stage, the school will contact the pupil's parents unless this would not be in the pupil's best interests or prejudice an investigation.
- ➢ Investigate: The school will carry out an appropriate investigation. In addition to questioning relevant individuals, this may involve searching, confiscation, and potentially the use of reasonable force.

- ➢ Support and/or sanction: Following the investigation, the school will consider what type of support and/or disciplinary sanction is appropriate in the circumstances. Decisions about the response will depend on the severity and context of the situation.
- ➢ Refer: The police will be informed of any incident involving a suspected illegal drug. Incidents involving legal drugs will remain a matter for the school, although the school will contact Trading Standards or the police about the sale of tobacco, alcohol and solvents to underage pupils from local shops. Other support agencies will be involved as appropriate.
- ➢ Record: the incident will be recorded on CPOMS. Sensitive information will only be disclosed internally or externally with careful attention to pupils' rights and needs.

Searching, Screening and Confiscation The school follows the procedures set out in the DfE guidance on Searching, Screening and Confiscation. Further information can be found in the Discipline Policy and GDST guidance on Drugs and Alcohol here.

Any substance found which is suspected to be illegal, once confiscated, will be sealed in a plastic bag with details of the date and time of the find and witness present, and stored in a secure location until it is handed to the police.

Support and sanctions

Any response to a drug-related incident needs to balance the needs of individual pupils concerned with the wider school community. Each case will be carefully considered, and any mitigating circumstances will be taken into account. Ultimately, the school may determine a course of action based on the balance of probabilities, having regard to the information available.

Pastoral support for pupils could include Head of Year support in senior school, counsellor or Nurse support, referral to support organisations, a structured regime in school, a supportive contract or any other strategy deemed helpful for the individual.

Anyone using or in possession of drugs on or off school grounds should expect to be excluded in some form. There may also be a requirement to comply with subsequent drugs testing.

Anyone involved in the supply or distribution of drugs on or off school grounds should expect to be permanently excluded.

In certain circumstances, the Head may agree with the pupil and her family that, as an alternative to permanent exclusion, a supportive contract is agreed by all parties within which specific requirements are set out that will govern the pupil's continued attendance at the school. This may include drug testing or drug counselling.

Any suspected criminal offence is likely to be referred to the police. Drug use can be a symptom of other problems and pupils affected may be referred to other external agencies or support services in accordance with the Safeguarding and Child Protection Policy.

There may be exceptional circumstances in which the normal disciplinary sanctions would not be appropriate. The school will consider the personal circumstances of pupils involved and be considerate of the wider support needs of pupils.

Working with parents and carers

Parents and carers have an important role to play in supporting their child's drug education. The school involves parents by providing details of the PSHE programme and support activities, and periodic parent workshops on drugs and talking to their child about drugs. Parents are directed towards Just One Norfolk website for guidance and support.

Parents/carers will be informed immediately if their child has been involved in a drug related incident, and the action the school proposes to take, unless the school considers that this would put the child at risk or prejudice an investigation.

Our school rules for drugs apply to all those on the school premises, and parents/carers are expected to adhere to these rules. If a parent/carer comes to the school and appears to be under the influence of drugs or alcohol, they will be asked to leave. If they have come to collect their child, the school will phone someone else to come and collect the pupil. If there is a concern that the child is at risk, the Safeguarding and Child Protection Policy will be followed.

Schools are alert to behaviour which might indicate that a child is experiencing difficult home circumstances, such as parents or carers misusing drugs. Such a situation will be considered a potential safeguarding issue to be addressed under the Safeguarding and Child Protection Policy.

External contacts

School's police liaison officer; **Sgt 3421 Alasdair Mackie,** Safer Schools Partnership,

Alasdair.Mackie@norfolk.police.uk

Tel: 01953 42(2969)

Mob: 07971133709

Local services:

Just One Norfolk

The Matthew Project

National helplines/websites:

Adfam: https://adfam.org.uk/ - focuses on support for families

ASH: https://ash.org.uk/ - action on smoking and health

Drinkaware: https://www.drinkaware.co.uk/ - promotes responsible drinking

FRANK: https://www.talktofrank.com/ - drugs awareness campaign and support / advice

Re-Solv: https://www.re-solv.org/ - focuses on solvent and volatile substance abuse

We are with you: https://www.wearewithyou.org.uk/ - support with alcohol, drugs or mental health from a local service or online