



# **WOODBIDGE HIGH SCHOOL**

## **Drug Policy**

September 2025

## 1. Purpose and Aims of the Policy

1.1. The Purpose of this policy is to:

- protect all pupils and staff
- give a clear statement of the school's stance on drugs and prohibited substances.
- determine how staff should respond to and deal with drug and substance incidents
- clarify responsibilities and entitlements.

Actions which are contrary to the law are never condoned at Woodbridge High School.

The use or passing of illegal drugs or prohibited substances is not permitted at Woodbridge High School.

Any pupil breaking the school was concerning drugs will be sanctioned which may include suspension (fixed term exclusion) or permanent exclusion.

1.2 The seven aims of the school's Drugs Policy are to:

1. give pupils **accurate knowledge and understanding** about drugs/Prohibited substances and their effects
2. **develop skills** enabling pupils to address and resist pressure to take drugs and prohibited substances
3. promote **positive attitudes** towards healthy lifestyles and wellbeing
4. **challenge and modify attitudes** which may lead to harmful behavior
5. encourage **good and responsible behavior** by pupils
6. maintain the **safety and welfare** of staff and pupils
7. **Support and protect** all members of the school community through consistent treatment of drug and substance related issues

## 2. School Rules Concerning Drugs and Controlled Substances

2.1 **Student Conduct**\_ this section should be read in conjunction with the school's Behaviour Policy.

- Students are not allowed to possess or use illegal drugs, alcohol, tobacco, vapes, harmful solvents, THC, cannabis edibles, nitrous oxide (laughing gas) or anything covered by the Psychoactive Substances Act 2016 (including 'legal highs') -
  - when travelling to and from school
  - in the environs of the school
  - at any time during the school day or when on school trips.
  - at any time when in school uniform
  - at any time when in a public place during the school day
- Students may have and use medication which has been prescribed by a doctor or which has been bought over the counter for the treatment of a specific condition but these should never be passed to another student. Students should only have an appropriate amount of this at school.

## 2.2 Staff Conduct

During the school day, including duty periods outside school hours and on school trips, teaching staff and other adults employed at Woodbridge High School:

- may not give or administer any drug to a student unless written permission has been given by a parent/carer
- may not smoke/vape or consume alcohol in the presence of students at any time
- should not consume alcohol at any time such that their professional performance or duty of supervision is in any way impaired
- may not smoke or vape anywhere on the school site

## 3. Confidentiality

3.1 Drug and substance usage can pose serious risks to the health and safety of students. Staff should make it clear to pupils that confidentiality cannot be guaranteed if a discovery or disclosure is made. We will always inform parents/carers and involve other external agencies as appropriate.

## 4. Definitions

### 4.1 What is a drug?

Drugs are substances which, when consumed or taken in some way, have the effect of altering the way we feel, think or act. These substances include:

- **illegal drugs** such as heroin, cannabis and ecstasy
- drugs which can, with certain restrictions, **be legally bought** and used, such as solvents, glues, alcohol, vapes and tobacco
- **medically prescribed drugs** such as tranquillisers; over-the-counter drugs such as Paracetamol.

### 4.2 What is a psychoactive substance?

A substance that produces a psychoactive effect in a person by stimulating or depressing the person's central nervous system, it affects the person's mental functioning, emotional state and can cause physical harm.

## 5. Types of Drugs and Specific School Rules

### 5.1 Illegal Drugs and Psychoactive Substances

No illegal drugs or psychoactive substances ('legal highs') are to be used or brought into school.

Should a student be found in possession of or under the influence of illegal drugs or psychoactive substances when on school premises or while taking part in school activities, the substances will be confiscated and parents, social services and the police will be informed. Appropriate sanctions will be issued.

### 5.2 Alcohol

No alcohol should be consumed during the course of a normal school day.

Alcohol is not permitted on school premises except with the prior permission of the Headteacher.

Alcohol may be provided or sold (subject to any relevant licences being obtained) at school evening events, with prior permission of the Headteacher. Parents must be informed that alcohol will be sold at the event beforehand.

Parents/Carers, staff or visitors under the effects of alcohol will be asked to leave the premises for the safety of the whole school.

No alcohol should be brought, consumed or purchased by students regardless of age, on any school related activity. Should a student be found in possession of or under the influence of alcohol when on school premises or while taking part in school activities, the alcohol will be confiscated and parents will be informed. Appropriate sanctions will be issued.

The single exception to this rule is the Year 13 Prom, where students over the age of 18 may, under specific and controlled circumstances, buy and consume alcohol subject to the discretion of the venue and supervising staff. This specific exception may be withdrawn at any time.

### **5.3 Tobacco**

Students are not permitted to bring to school smoking materials, including any form of tobacco, matches and lighters.

In the interests of health and safety, should a student be found in possession of or using any of these on school premises or while taking part in school activities, they will be confiscated and parents will be informed. Appropriate sanctions will be issued.

### **5.4 Vapes/Electronic Cigarettes**

Students are not permitted to bring to school vaping materials, including e-cigarettes, refill cartridges, and vape pens or other types of vape.

In the interests of health and safety, should a student be found in possession of or using any of these on school premises or while taking part in school activities, they will be confiscated and parents will be informed. Appropriate sanctions will be issued.

### **5.5 Solvents**

Students are not permitted to be in possession of solvents, aerosols and other dangerous products.

In the interests of health and safety, should a student be found in possession of or using any of these on school premises or while taking part in school activities, they will be confiscated and parents will be informed. Appropriate sanctions will be issued.

### **5.6 Other Hazardous Substances**

The school will ensure that potentially hazardous substances are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their school work.

Students must not bring any potentially hazardous substances into school. If they find or are given a substance and they do not know what it is, they must hand it immediately to a member of staff.

In the interests of health and safety, should a student be found in possession of or using a hazardous substance on school premises or while taking part in school activities, they will be confiscated and parents will be informed. Appropriate sanctions will be issued.

If there is uncertainty about what the substance is, it should be treated as a controlled drug.

## **6. Vulnerable Children**

6.1 A number of individuals need to be informed in the event of any student, particularly a vulnerable student, being found to be in possession of any of the substances set out above:

- Designated Safeguarding Lead/Deputy Designated Safeguarding Lead
- Year Co-ordinator
- Headteacher

6.2 The Designated Safeguarding Lead, of their Deputy, will make the decision whether to inform Social Services and / or the Police.

## **7. Drugs Education Programmes**

- 7.1 Drug education is integrated within the themes of the PSHE and Citizenship curriculum within Life Studies lessons. There are also links in other curricular areas.
- 7.2 The central aim of this programme is to enable pupils to develop knowledge, skills and attitudes to drug misuse and to equip them for responsible, informed decision-making, fostering a positive self image. To achieve this, the programme uses a wide range of teaching and learning styles and makes use of a range of speakers.

## **8. Drug-Related Situations and Incidents**

- 8.1 These can include situations where a student is in possession or suspected to be in possession of a drug/substance, is passing a drug/substance on or selling it, or is under the influence of a drug/substance.

### **8.2 Suspicion**

Staff should report any concerns they have relating to drug/substance possession. An investigation will be carried out by senior staff before action is taken. Senior staff may authorise the search of a student and this should be in the presence of a witness as outlined in the Behaviour Policy.

### **8.3 Disclosure**

This situation is one in which a student discloses drug/substance usage to a member of staff. The member of staff should respond positively to the expression of trust in such a disclosure but must ensure the student is aware that confidentiality will not be guaranteed.

The paramount concern must be for the student's welfare. A disclosure will trigger relevant procedures and referrals to appropriate agencies including the Police and Social Care.

### **8.4 Trips and Visits**

If a student is found with a substance in their possession, the staff member must take the following action:

- Take possession of the substance, preferably in the presence of another staff member;
- Ensure that any immediate medical care is given as needed, and as per the below procedures;
- Record the incident and telephone the school and the child's parents/carers depending on the circumstances;
- Involve the appropriate authorities.

### **8.5 Discovery of Possession / Dealing**

A student found to be in possession of tobacco/vape paraphernalia or alcohol will have it confiscated and will be dealt with under the school's Behaviour Policy.

If a student is discovered to be using, holding or passing on a substance that is prohibited or illegal, the matter would be referred to the Headteacher for further action.

Typically, the following would happen:

1. The substance would be confiscated and stored securely, given to the Schools Police Officer or disposed of.
2. The students(s) involved would be questioned.
3. Police would be informed.
4. Parent(s)/Carer(s) would be informed.
5. Support for the student would be put in place

6. The student would be sanctioned according to the school's behaviour policy

## 8.7 Intoxication

It can be difficult to talk to a person who is intoxicated or "high" and in such a situation it is important to keep the student under observation so that that may be safeguarded.

If the **student is conscious**:

1. Sit them down in the Medical Room or in a safe, quiet area where they can be supervised
2. Ensure ventilation is good, opening a window if necessary
3. Remain calm
4. Help to calm them down if they are distressed
5. A trained member of staff should issue first aid if appropriate
6. Call for assistance if necessary
7. Inform parents/carers.

If the **student is unconscious**:

1. Telephone 999 for an ambulance
2. Immediately contact the School Office to request assistance from staff with first-aid qualifications
3. Do not panic or leave the student alone
4. Place the student in the recovery position
5. Telephone parents/carers
6. Investigate to determine which substance has been used. Evidence (e.g. tablets, bottles, syringes) should be collected. This may help hospital staff identify what substance has been consumed. Samples of vomited material may also be needed. Care should be taken when collecting such materials
7. Keep a log of all actions and decisions
8. The school will follow up with appropriate support and sanction as per the Behaviour Policy.

Policy Reviewer: Mr S Hogan (Headteacher) and Ms C Moore (DSL/AHT)

Approval: Approved by Curriculum & Standards Committee on 4<sup>th</sup> November 2025

Next Review Date: Autumn 2026