



SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL

Drug Awareness and Response Policy

Senior Leader Review Lead: Designated Safeguarding Lead
Assistant DSL's: Headteacher, Deputy Headteacher

Reviewed: February 2026

Review date: May 2027



*Inspire
Empower
Shape The Future*

This policy is under continuous review by the Senior Leadership Team and Governors because of the changing drugs landscape both nationally and locally.

Ethos of the School

Sir William Borlase's Grammar School actively seeks to provide an environment where all members of the community are safe from harm. As such, the school takes a robust approach to any individual or group that violates our behaviour, drugs or anti-bullying policies.

This is a school where human rights are respected; as such the responsibility to maintain high standards of behaviour lies with all members of the Borlase community.

The school acknowledges its legal duties under the Equalities Act 2010 in relation to all protected groups including SEND (Special Educational Needs and Disabilities) and will always take their circumstances into account. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist.

Roles and Responsibilities

The Headteacher may authorise another member of the Senior Leadership Team, most likely the Assistant Head: Pastoral/behaviour as the school's designated drug lead, with the responsibility for investigating and managing any incident which arises. The DSL will be made aware and provide support as required.

It is the responsibility of all staff to remain vigilant and report anything suspicious to their Line Manager or member of SLT.

Education and Prevention

At Sir William Borlase's Grammar School we believe that knowledge and education are key to personal development and ensure that age appropriate education and support is provided through PSHE, Science, assemblies, tutor time and the pastoral support system. We aim to ensure that this is provided by members of school staff and by approved external agencies at regular intervals throughout their time at Sir William Borlase's Grammar School.

Sir William Borlase's Grammar School works closely with the local police to educate and inform students, staff and parents and part of this involves police visits with drug detecting dogs to ensure the safety of the site and wellbeing of all in the school community.

Definition of a Drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to illegal



substances and also legal substances such as: alcohol, tobacco, tobacco products, vapes, cannabis oil, synthetic cannabinoids and volatile substances, over the counter or prescription medicines and new psychoactive substances “legal highs”. By drugs paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

Drugs on School Premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time, e.g. premises of a school trip or visit.

Medicines - The school has a policy/procedure for the safe administration of medicines that must be followed for everyone’s safety.

Alcohol - No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult or student, parents, carers and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.

Smoking and Vaping - School premises are a no smoking/vaping site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters or any tobacco products. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on or within 200m of the school premises may result in a Fixed Term Suspension. This also applies to vaping and the use of electronic cigarettes.

Illegal Drugs and Legal Highs -No illegal drugs, new psychoactive substances or drugs paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy and of the school’s Behaviour Policy. Seeking to influence or promote illegal drug use or the use of legal highs either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy and could result in permanent exclusion from school.

Solvents - The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.



Responses to Drug Related Incidents

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises.
- Possession of drugs by an individual on school premises.
- Use of drugs by an individual on school premises.
- Supply of drugs on school premises.
- Individuals disclosing information about their drug use.
- Student reports of parents, staff or students using drugs.
- Hiding drugs in or around the school premises for later collection (by themselves or by third parties).
- Promoting or encouraging the use of drugs and other substances. Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community. Exclusion from school is not an automatic response to a drug incident but permanent exclusion is considered in cases where:
 - there is a serious breach or persistent breaches of the Drugs and/or Behaviour Policies; and
 - allowing a student to remain in Sir William Borlase's Grammar School would seriously harm the education, safety or welfare of the student or others in the school. A member of the SLT will be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher.

When responding to incidents the school is committed to;

- Consider the pupil's welfare.
- Ensure safeguarding is a priority.
- Record all incidents on CPOMS.



- Apply our procedures consistently across all cases
- Treat all pupils fairly and equitably
- Ensure decisions are made on an individual basis whilst maintaining consistent standards
- Avoid discrimination and ensuring equal treatment for all

Drug Misuse Outside the School Premises

In line with Behaviour & Discipline in Schools (January 2016 DfE) the school may impose sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity; or
- travelling to or from school; or
- in some way identifiable as a student at the school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school; or
- poses a threat to another student or member of the public; or
- could adversely affect the reputation of the school.

Individuals in Possession of Drugs

If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. If the drug is suspected to be illegal, the school will contact a police officer for discussion and advice. Illegal substances will be handed to the police to be legally destroyed as soon as possible and not stored. Parents and Carers will be informed (unless for safeguarding reasons this is not in the best interests of the student) and other professionals such as the local authority, Young Offenders Service, R U Safe, Police, GP, Social Services will be informed or consulted as appropriate.

Confidentiality

Sir William Borlase's Grammar School will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate (please refer to our Child Protection and Confidentiality policies for more information on this). Complete confidentiality can never be promised to a student though information given in confidence will not generally be disclosed to a wider audience. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm



if this is considered a risk. Regarding disclosures staff will follow the advice given in the Child Protection policy, and in staff safeguarding training.

Support for Students

At Sir William Borlase's Grammar School the welfare of the student is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. Such interventions may include:

- Support and advice in school (Form Tutor, Head of Year / Key Stage, Learning Mentor).
- Referral to specialist outside agencies for support, e.g. Addaction.
- Involvement of the Police.
- Refer to Appendix 2 of this Drugs Awareness Policy (below)

Right to Search

In line with [Searching, Screening and Confiscation Guidance](#), the staff at Sir William Borlase's Grammar School reserve the right to search students if they have reason to believe that they are carrying offensive weapons, illegal substances or anything that is illegal or dangerous. Similarly students can expect to be physically restrained if they present a danger to themselves or other members of the community. Searches will be carried out by members of the Senior Leadership Team of the same gender with a staff witness; Parents and Carers will be informed when this has happened.

Where the police are involved, normal police searching rights would apply. If inappropriate articles are brought into school or used inappropriately they may be confiscated and kept in the school safe for collection by Parents / Carers at the end of the day. If these items are dangerous or illegal they will be handed to the Police for safe disposal.

Sir William Borlase's Grammar School works closely with its Police Liaison Officers. If students are involved with any activity which breaks the law the police may be involved in the confiscation of items. Restorative Justice Conferencing*, unless there are reasons why this should not be the case (for instance, serious safeguarding concerns), group work and education as well as links with home.

Parents and Carers will be informed when the police are involved and given the opportunity to attend any interviews. Similarly the police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of legal action, if any, should be taken.



If a student refuses to cooperate with the search, staff need to explore why this might be, taking into consideration vulnerability, SEND and other pastoral reasons why.

If the pupil still refuses to co-operate, the member of staff should assess whether it is appropriate to use reasonable force to conduct the search. A member of staff can use such force as is reasonable to search for any prohibited items identified in paragraph 3, but not to search for items which are identified only in the school rules.⁷ See guidance on the Use of reasonable force in schools. The decision to use reasonable force should be made on a case-by-case basis. The member of staff should consider whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder

*(an approach to justice that focuses on the needs of the victims and the offenders, as well as the involved community, instead of satisfying abstract legal principles or punishing the offender)

Links to other policies ([policies can be found here on our website](#))

- Child Protection Policy
- Behaviour Policy
- Health and Safety Policy
- Managing Medicines & Medical Needs Policy
- Relationships, Sex and Health Education (RSHE) Policy

This policy is informed by;

- DfE and ACPO Drug Advice for Schools (2012)
- Education Act 1996 & 2002
- Education and Inspections Act 2006 (Section 91)
- Misuse of Drugs Act 1971
- Children Act 1989 & 2004
- Searching, Screening and Confiscation Guidance (DfE)
- Government Drug Strategy 2010
- KCSiE and safeguarding legislation
- Human Rights Act 1998

Appendix 1

Drugs Awareness Policy

Medical Emergencies

The procedures for an emergency apply when a person is at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to as an emergency.



Guidance for Response to an emergency

Your main responsibility is for any pupil at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice your school's first-aid procedure. If in any doubt, call medical help.

ALWAYS

- assess the situation
- in a medical emergency, send for medical help and ambulance BEFORE Assistance Arrives

If the person is conscious:

- ask them what has happened and to identify any drug used;
- collect any drug sample and any vomit for medical analysis;
- do not chase or over-excite them if intoxicated from inhaling a volatile substance;
- keep them under observation, warm and quiet.

If the person is unconscious:

- ensure that they can breathe and place in the recovery position;
- do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious;
- do not give anything by mouth;
- do not attempt to make them sit or stand;
- do not leave them unattended or in the charge of another pupil;
- notify parents/carers.

For needlestick (sharps) injuries:

- encourage wound to bleed;
- do not suck;
- wash with soap and water;
- dry and apply waterproof dressing;
- if used/dirty needle seek advice from doctor.

When Medical Help Arrives

- Pass on any information available, including vomit and any drug samples



- Complete a medical record form as soon as you have dealt with the emergency.

Appendix 2

Useful Organisations

ADFAM - They offer information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640

Email: admin@adfam.org.uk Website: www.adfam.org.uk

Addaction Buckinghamshire - Works with young people up to the age of 19, residing in the county of Buckinghamshire, who are affected by substance misuse problems. The aim of the service is to enable young people to overcome their drug/alcohol problems and live healthy lives through the provision of a range of planned interventions.

Tel: 01296 396352 Website :www.addaction.org.uk

Alcohol Concern -Work to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol- related problems

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) - A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre - They operate a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.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 30 alcohol related harm. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/

Drinkline -A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

Drugwise - are a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education



Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugwise.org.uk

FRANK - This 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: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com

Mentor UK - This is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org

Parents Against Drug Abuse (PADA) - give support to any family member, partner or friend of substance misuser. Offer respite to grandparents who are primary carers of their grandchildren due to their son or daughters misuse of drugs. Offer early intervention/prevention programme in schools - for parents - which helps parents become the educator of their children with regards to drugs - early warning signs to watch for and what to do. You can speak one to one with people who know what you are going through. Tel: 08457 023 867 Website:

National Children's Bureau - promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

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 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative - offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>.

