



Wakefield Grammar School Foundation

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CHANGE RECORD - REVIEW PERIOD 2 YEARS

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WGSF Drugs and Substance Abuse Policy

1. Introduction

The Foundation and governors believe that pupils are entitled to a school environment free of drugs and free from the pressure to take drugs. These pressures and influences are all around us.

The schools in the Foundation must be drug-free zones and parents are entitled to assume that the schools in the Foundation will not be an arena for offering or dealing in drugs.

The Foundation's aims are to:

- Educate pupils on the dangers of the illicit use of drugs
- Develop the self-confidence, knowledge and awareness to say "no" to drugs
- Make the Foundation community an environment that is free from illegal drugs
- Reflect the Foundation's commitment to responsible citizenship and good health.

This policy provides a framework to realise the Foundation's aims. This policy applies at all times when pupils are:

- On school premises
- Off school premises while on school activities, such as school trips
- On work experience
- On the way to or from school.

This policy was written in accordance with:

- [DFE \(Department for Education\) and ACPO \(Association of Chief Policy Officers\) Drug Advice for Schools](#)
- [KCSIE 2025](#)
- [Working Together to Safeguard Children 2023](#).

2. Definition

Where this policy refers to "drugs", this includes alcohol, edibles, tobacco (and snus), vaping, illegal drugs, medicines, new psychoactive substances ("legal highs"), drug paraphernalia and volatile substances unless otherwise stated.

3. Foundation Approach

The use or supply of drugs is strictly prohibited. At all times, the first concern for the Foundation in managing drugs is the health and safety of the school community, and meeting the pastoral needs of pupils as a whole. However, the Foundation recognises that the discovery of prohibited items may be a potential indicator of Child Criminal Exploitation (CCE) and safeguarding risk.

4. Roles and Responsibilities

(a) Governing Body

Governors have a key role in the development of the Foundation's policy on drugs. As a matter of law, they are responsible for the safety of pupils while on school premises or engaged in school activities. The Governing Body will ensure that:

- The Deputy Head (Senior) with support from the pastoral team, has the appropriate time and expertise to fulfil the responsibilities expected of them regarding investigating incidents.
- The individual member of staff, or team, responsible for the planning and delivery of PSHE has the appropriate time and expertise to fulfil the responsibilities expected of them regarding drugs education.
- Guidance is available to inform the Foundation's policy, practices and procedures relating to drugs and education and the management of drugs.
- Both drugs education and the management of drugs in the school community is well planned in advance and undertaken in a professional manner.
- Drug incidents and education are reported to governors at Education Committee meetings.

(b) Executive Head

While the Executive Head has an important role in being the focal point of the school, some of their responsibilities will be delegated to the Deputy Head (Senior) who will be responsible for investigating drug incidents. The individual member of staff, or team, responsible for the planning and delivery of PSHE will be responsible for drugs education and training.

The Executive Head will ensure that:

- The Governing Body is kept aware of drug education provided and the management of drugs in the school community;
- Those involved in drug incidents and drug education are suitably trained and competent to discharge those responsibilities;
- Those involved in drug incidents and drugs education competently discharge their responsibilities, particularly dealing with the provision of drugs education and the management/training of staff.
- Any incidents are reported to the Chair of the Education Committee and/or Chair of Governors.

(c) Deputy Head (Senior) and DSL

The Deputy Head (Senior) and DSL will be responsible for:

- Ensuring that pupils and parents are aware of the school's strict approach and its rationale for drugs education.
- Being involved and aware of any investigations or drugs related issues if there are safeguarding concerns. (The DSL will attend appropriate training and meetings to have an overview of the local context).
- Investigating drug related issues or allegations.
- Ensuring records of any drug incidents are maintained.
- Reporting further to police/ social services any incidents, as and when, necessary.
- Ensuring this policy is reviewed at least every two years and after any drugs incident and, if necessary, updated.

(d) Head of PSHE and staff, responsible for the planning and delivery of PSHE

The staff, responsible for the planning and delivery of PSHE is responsible for:

- Developing age appropriate drugs education as part of a coherent and progressive programme within the curriculum.

- Ensuring that drugs' education is delivered by people or organisations with the necessary subject knowledge.
- Ensuring that teachers involved in drugs education receive sufficient training to develop skills, knowledge and confidence, in providing drugs education.
- Assessing the elements of drugs' education in the curriculum to include assessment of the learning by pupils and feedback from pupils about what they have learned.
- Monitoring, evaluating and reviewing the provision of drugs education.

(e) Staff

All staff must:

- Be vigilant at all times about the possible use or supply of drugs in the school community or otherwise in accordance with this policy.
- Report any suspicions about drug use or supply to the Deputy Head (Senior) immediately.
- Attend such training sessions on the provision of drugs education or the management of drugs in the school community as they are reasonably required to attend from time to time.
- Support this policy and the approach taken by the school towards the provision of drugs education and management of drugs in the school community.

5. Drugs Education

The staff responsible for the planning and delivery of PSHE will be responsible for devising a programme of drugs education within the curriculum. Issues to take into account when planning a programme include:

- Pupils' age and stage in education
- Pupils' existing knowledge and understanding
- Trends and local drug use
- Pupils' diversity
- Delivery to pupils with special educational needs
- Pupils who require regular medication
- Pupils whose parents/carers or relatives use or misuse drugs
- Pupils who have missed substantial amounts of schooling
- Pupils who are vulnerable to drug misuse
- The curriculum organisation

In discharging their responsibilities, the staff responsible for the planning and delivery of PSHE will have regard for the published [DfE and ACPO drug advice for schools \(September 2012\)](#) together with any learning materials issued by the DfE, or other educational bodies. The staff responsible for the planning and delivery of PSHE will endeavour to provide an interesting and varied teaching approach to the use of drugs, which may include pupil discussion, real life stories, drama, peer education or the use of external contributors such as the police liaison officer.

They will ensure that the teaching is provided by teachers who have the necessary subject knowledge and are able to employ appropriate teaching methods. This will inevitably require both in-school and external training.

Drugs education will primarily be provided through the PSHE programme; for example, drugs education and refusal skills currently form part of the school's programme of education in personal relationships.

The staff responsible for the planning and delivery of PSHE will be responsible for the assessment, monitoring, evaluation, and review of drug education provision. This may include the use of:

- Pupil self-assessment, peer group assessment and teacher assessment.
- Lesson observations, looking at a sample of pupils' work and/or including drugs education as an agenda item in staff meetings.
- Receiving completed questionnaires from pupils and teachers about particular aspects of the drugs education programme which they found useful and interesting.

The Foundation recognises that parental input has a crucial role in preventing drug use. The Foundation will therefore ensure that parents are aware of the approach and rationale for drug education and are given information about their child's drug education and the School Rules in relation to drugs. In this regard, it is essential that all parents appreciate the seriousness of any drug incident.

6. Alcohol

Schools have a duty to discourage and deter unhealthy and immoderate patterns of drinking, while helping to educate pupils in the balanced, limited social use of alcohol, if and when appropriate.

All pupils are forbidden to bring alcohol onto school premises or take it with them on school outings, trips, fixtures, etc. Breaking this rule will be treated as a major disciplinary offence.

The Foundation must never be in the position of tolerating or conniving in the illegal purchase or consumption of alcohol. It is an offence for a person under the age of 18 to buy or attempt to buy alcohol or to consume alcohol in a bar. Under-age drinking is forbidden and will be treated as a serious breach of school discipline.

7. Smoking including the use of E-cigarettes and vaping

Pupils are forbidden to bring or use tobacco or E cigarettes on school premises or on school outings. To do so is to commit a serious disciplinary offence.

Pupils under the age of 16 are prohibited from purchasing tobacco or E cigarettes. This is both a criminal and disciplinary offence.

Part of the Foundation's drug education will include education about the dangers of tobacco.

The Foundation has achieved a smoke-free status and will give appropriate guidance for those pupils who wish counselling or have expressed a desire to stop smoking.

8. Volatile Substances

The Foundation takes great care in the use, security and management of solvents or hazardous chemicals. Such arrangements are set out in the [WGSF Health and Safety Policy](#). The personal use of solvents by pupils is strictly prohibited.

9. Medicines

Some pupils may require medicines during the school day which have been prescribed for their medical condition. The administration of medicines will only be administered in accordance with the [WGSF First Aid and Medical Information Policy and Procedures](#).

10. Drugs

This policy refers to illegal drugs (such as cannabis, ecstasy, heroin, crack/cocaine, LSD and mephedrone), the abuse of solvents, other substances taken specifically to change mood and/or behaviour (including so called 'legal highs' and the use of nitrous oxide) and the inappropriate use of prescribed drugs. It also includes the modification of vaping devices to use illegal drugs or derivatives and the use of illegally manufactured vaping fluids containing drugs in conventional vaping devices.

Pupils are not permitted to be involved with these drugs in any way. It may also apply to involvement with drugs outside school, for example where the reputation of the school may be affected, pupils have supplied drugs, or where the Executive Head is satisfied that drug abuse away from school is having an effect on the pupil or others in school. This policy does not apply to prescribed medicines that are used in accordance with medical guidance.

10.1 Management of a Drug Incident

Drug incidents could fit into the following categories:

- A pupil is found in possession of drugs or associated paraphernalia.
- A pupil is found to be involved in the trade or supply of drugs on school premises, during organised school activities or on the way to or from school.
- A pupil is thought to be under the influence of drugs.
- A pupil has knowledge or suspicion about drugs generally on school premises.

Any member of staff who becomes aware of drug misuse by pupils, or has good reason to suspect it, must inform the Deputy Head (Senior) / DSL and Executive Head.

If a pupil is found in possession of drugs or associated paraphernalia, the member of staff who has discovered the possession or suspects the possession should immediately escort the pupil to the Deputy Head (or another member of the Schools Senior Leadership Team in their absence).

If a pupil is thought to be under the influence of alcohol, drug and/or substance misuse, this should be treated in the same way as any cause for concern about the wellbeing of a pupil. The pupil should be referred to the School Nurse. If symptoms are not indicative of alcohol, drug and/or substance misuse, the School Nurse will treat the pupil as any other pupil who does not seem well and no reference will be made to the suspicion. If symptoms indicate the suspicion of alcohol, drug and/or substance misuse, the Executive Head and Deputy Head will be informed by the School Nurse.

On reasonable suspicion the Foundation may undertake drugs and alcohol testing of a pupil and / or search pupils and their possessions. Please refer to the 'Searching' section in the [WGSE Behaviour Management Policy](#).

It is the policy of the Foundation that any pupils involved in the illegal possession of drugs or in drug transactions, whether on school premises, during organised school activities or on the way to or from school, are liable to **permanent exclusion** although the severity of the offence will be taken into account in determining the eventual sanction. In line with UK law, the school is likely to consider any distribution and sale of drugs to other pupils, in addition to individual possession, as an aggravating factor when reaching their conclusion.

The Foundation has a duty to protect its pupils from such harmful influences and therefore drug taking in the home environment may be construed as prejudicial to the interests of the school or

Foundation and the welfare of its pupils, and may also become grounds for permanent exclusion.

For any drug instances, the [WGSF Behaviour Management Policy](#), [WGSF Exclusion \(Permanent\) and Required Removal Policy](#) and the WGSF Exclusion Guidance (available internally) will be followed by senior leaders.