

# Drugs, alcohol and vaped policy

West Moors Middle School



Approved by:	Full Governing Body	Date: July 2025
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Last reviewed on:	June 2025
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Next review due by:	June 2027
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**This policy should be read in conjunction with the school's Child Protection and Safeguarding Policy.**

## **Principles**

- This policy is based on the “Guidelines for dealing with Drug misuse in Educational Establishments in Dorset.” All schools have been issued with copies of this document and the educational aspects in particular are thoroughly commended.
- We subscribe to this Common policy which has been agreed with our Governing Body.
- This policy has the support of the East Dorset Education Partnership.
- Society rightly expects all schools to take a very strong line on drug related offences.
- Knowledge of the individual child and the circumstances is paramount.
- In cases of possession, use or passing on of drugs or vapes on school premises, schools must impose a strong sanction against offenders, as an educational statement, as a deterrent to possible offenders and for the protection of other pupils.

## **Guidelines for Prohibited Substances: (i) Drugs. (ii) Alcohol and (iii) Vapes**

### **(i) Drugs**

- Dorset Association of Middle School Headteachers (DAMSH) (**Annex A**): Head teachers agree that in the event of a pupil having knowingly possessed, used, or supplied an illegal drug when in the care of the school either on school premises or involved in a school activity, then the Head Teacher will suspend that pupil from the school forthwith, initially on a fixed term basis, and inform police.
- A record of the incident will be kept- see, **Annex B**.
- In the case of permanent suspension, Dorset Council will approach other schools in the area preferably at sufficient distance for it to be unlikely that the pupil is known or has friends at the recipient school.
- It is expected that in advance of the planned admission, Dorset Council will consult and fully inform the recipient school of the circumstances of the case.
- The recipient school should reinforce to parents and/ or carers and pupil its expectations of future conduct.
- Any recurrence of an illegal drug related offence will lead to permanent suspension and Dorset Council will then have to arrange continuing education.
- It is expected that schools and Dorset Council will work toward reciprocity when dealing with pupils who have been suspended for drug related incidents.
- If a child continues to experience problems with drug related issues DAMSH will fully support the involvement of external agencies at the discretion of Dorset Council to provide further assistance.
- The school will provide tailored education support to minimise the risk of any further incidents, support the child to make better choices.

(ii) **Alcohol**

- In the event of a pupil having knowingly possessed, used, or supplied alcohol when in the care of the school either on school premises or involved in a school activity, then the Head Teacher will suspend that pupil from the school forthwith, initially on a fixed term basis.
- A record of the incident will be kept- see, **Annex B**.
- The school will reinforce to parents and/ or carers and pupil its expectations of future conduct.
- The school will not return items thought to be dangerous or inappropriate to students.
- Any recurrence of an alcohol related offence will lead to further suspension and Dorset Council will be kept informed.
- It is expected that schools and Dorset Council will work toward reciprocity when dealing with pupils who have been suspended for alcohol related incidents.
- The school will provide tailored education support to minimise the risk of any further incidents, support the child to make better choices.

(iii) **Vapes**

- In the event of a pupil having knowingly possessed, used, or supplied a vape when in the care of the school either on school premises or involved in a school activity, then the Head Teacher will \*suspend that pupil from the school forthwith, initially on a fixed term basis- please refer to our school's Behaviour for Learning policy.
- If a child is suspected of carrying a vape, two members of staff can search lockers with the pupil's consent. If a pupil refuses to allow the search, then schools can still carry out the search for prohibited items. If a pupil is suspected of hiding a vape in clothing, a metal detector rod will be used in the presence of two members of staff to check.
- The school will not return items thought to be dangerous or inappropriate to students.
- A record of the incident will be kept- see, **Annex B**.
- The school should reinforce to parents and/ or carers and pupil its expectations of future conduct.
- Any recurrence of a vape related offence will lead to further suspension from school and Dorset Council will be kept informed.
- The school will provide tailored education support to minimise the risk of any further incidents, support the child to make better choices, liaising with Safer Schools Community Police.
- Any vapes recovered will be returned to Trading Standards to investigate its source at the point of selling, as advised by Safer Schools Community Police.

***\*An alternative consequence may be issued by the Headteacher in exceptional circumstances.***

## **Annex A**

### **Dorset Association of Middle School Head Teachers**

#### **Advice to colleagues concerning illegal drugs**

##### **Policy**

It is vital that, for this issue, as for any other matter of school discipline, the Governors have agreed a school policy.

##### **Practice**

1. If any substance is found, the teacher concerned should ask the child, in the presence of another member of staff "What is this?" If a container is found, the question should first be: "What is in this container?" It is essential that there is always a reliable witness at hand.
2. Isolate all children concerned and keep separate.
3. Children under suspicion must be supervised at all times. Resist requests for children to go to the toilet, where evidence can be flushed away.
4. Make sure that the child's property is with the child under supervision, and not where it can be "collected" by a friend.
5. Take detailed notes.
6. All staff concerned must write out their own accounts, which must be kept centrally. This should happen as soon as possible after the incident.
7. Call the police – initially to identify the substance.
8. Inform parents/ carers and invite them into school.
9. Follow the usual guidelines about police dealing with young people on school premises i.e. Head or nominee should be present during any such interviews.
10. Inform Chair of Governors and Education Welfare Officers.
11. Do not make any decisions about the children until you are clear about the evidence and the course of action that you wish to take.
12. In consultation with appropriate agencies draw up a programme of action, so that all participants are clear about their roles.
13. If there are to be suspensions, make sure you have read Department for Education's 'Suspensions from School', call parents/ carers in again in order to explain why.
14. Inform staff of measures taken.
15. Inform children of measures taken.
16. Inform the Local Authority of exclusions.
17. Keep a record of the incident - see form **Annex B**.
18. If necessary have press statement ready. Stick to text of what you want to say. Keep a record of what you said, when, and to whom.
19. If there is to be an appeal against a suspension, arrange for a panel of Governors to review the full documentation.

**ANNEX B**



**RECORD OF INCIDENT INVOLVING UNAUTHORISED DRUG, VAPE or ALCOHOL**

- For help and advice telephone Dorset Council
- Complete this form without identifying the pupil involved
- Copy the form
- Send the copy within 24 hours of the incident to Dorset Council
- Keep the original, adding the pupil's name and form – scan and attach to pupil's file on Arbor.

**Tick to indicate the category:**

	<b>Please add a cross in relevant box/es below</b>
Drug, vape and/ or alcohol <i>(please circle)</i> found on school premises	
Emergency intoxication	
Pupil in possession of unauthorised drug	
Pupil in possession of vape	
Pupil in possession of alcohol	
Pupil supplying authorised drug, vape or alcohol <i>(please circle)</i> on school premises	
Pupil disclosure of drug, vape and/ or alcohol <i>(please circle)</i> use	
Disclosure of parent/carer drug, vape and/ or alcohol <i>(please circle)</i> misuse	
Parent/carer expresses concern	
Incident occurring off school premises	

Name of pupil .....

Name of school .....

Pupil's Tutor Group ..... (for school records only)

Age of pupil ..... (male/female)      time of incident .....

Ethnicity of pupil .....      Date of incident .....

Tick box if second or subsequent incident involving same pupil

Report form completed by .....

First Aid given: yes/no      ambulance/doctor called: yes/no

First Aid given by .....      Time of call .....

Called by .....

Drug involved (if known) .....

Drug, vape and/ or alcohol (*please circle*) found/ removed:      yes/no

Senior staff involved: \_\_\_\_\_

Name and signature of witness .....

Disposal arranged with the police, Trading Standards, parents/carers (*please circle*) Other:  
(*please specify*): \_\_\_\_\_

At time: \_\_\_\_\_

If police, incident ref. Number: \_\_\_\_\_

Name of parent/carer informed ..... (school records only)

Informed by .....time .....

Brief description of incident (including any physical symptoms)

**Other action taken: e.g. Connexions or other agency involved, education psychologist report requested, case conference called, pupils/staff informed, consequence imposed, Dorset Council / GP etc.**