



Broadway Academy Policies

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Drug and Substance Misuse Policy

Approved by: Deep Experience/Support Committee

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1. Development process

- 1.1 The policy has been developed in consultation with student and staff voice, parents, Governors and partner agencies.

2. Dissemination

- 2.1 The policy can be found in the section entitled "[Policies](#)" on the Academy website. For a hard copy, please contact the Academy Office at enquiry@broadway-academy.co.uk

3. Context of the Policy

- 3.1 This policy should be read in conjunction with the Academy's mission statement and with its policies on behaviour, confidentiality, health and safety, managing medicines, educational visits and safeguarding.

4. Local and national references

- 4.1 This policy has been drawn up in accordance with the [DfE and ACPO Drug Advice for Schools, which was updated in March 2012](#) and in conjunction with the Drug Strategy 2010 and its review in 2012, which ensures that Academy staff have the information, advice and power to:
- Provide accurate information on drugs and alcohol through education and targeted information, including via the FRANK service; a drugs advice service, which is confidential
 - Tackle problem behaviour in academies with wider powers of search and confiscation
 - Work with voluntary organisations, health partners, the police and others to prevent drug or alcohol misuse

The policy is also written in line with "Keeping Children safe in Education" 2024 (and the Children and Family Act (2014) and takes account of [Screening, searching and confiscation advice for schools 2022](#).

5. Purpose of the policy

- 5.1 The purpose of the policy is to:
- Clarify the legal requirements and responsibilities of the Academy, to ensure compliance with criminal law, under which it is an offence for any young person to possess, use, supply or sell controlled drugs in the Academy.
 - Promote and safeguard the health, wellbeing and safety of students and others who use the Academy
 - Clarify the Academy's approach to drugs for all staff, students, parents and carers, governors, external agencies and the wider community
 - Provide guidance on the drug education programme, so that students develop skills they might need to avoid the misuse of substances
 - Enable staff to manage drugs found on the Academy premises with confidence and consistency and in the best interests of those involved
 - Provide a basis for evaluating the effectiveness of the Academy drug education programme and the management of incidents involving illegal and unauthorised drugs
 - Reinforce the role of the Academy in contributing to local and national strategies
 - Clarify where students who are using substances or who have concerns about the

- misuse of substances can obtain support
- Set out the arrangements for collaboration and communication with local agencies offering targeted and specialised support for young people in need and their families

5.2 The contents of this policy indicate that the possession, use or supply of illegal and other unauthorised drugs is unacceptable within the Academy boundaries. The Academy boundaries extend beyond the Academy premises and perimeter to include:

- Students' journeys between home and Academy when wearing the Academy's uniform
- Educational visits, residential courses, work experience and extra-curricular activities for students
- Students of the Academy who are educated in part within other institutions or other provision

The policy applies to all staff, students, parents/carers, governors and partner agencies working with the Academy, as well as any visitors to the Academy.

6. Definitions and terminology

6.1 The definition of a drug given by the United Nations Office on Drugs and Crime is: ***'A substance people take to change the way they feel, think or behave'.***

6.2 The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this policy to refer to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled)
- alkyl nitrites (known as poppers) and new psychoactive substances (NPS)
- all over the counter and prescription medicines

7. The Academy's stance towards drugs, health and the needs of students

7.1 The Academy operates a ZERO-TOLERANCE POLICY TO DRUGS. Illegal and other unauthorised drugs are not acceptable on the Academy premises, nor are they acceptable in situations outlined within section 5.2 of this policy. All students are made aware of the zero- tolerance policy through Assemblies and through the PDP programme .

7.2 The possession, use or supply of any drug is regarded as a breach of Academy rules and the appropriate disciplinary procedure will be initiated, with the exception of:

- The use of medicines by students with parental notification and knowledge by the Academy's support and well-being co-ordinators;
- The appropriate use of medicines by staff;
- The smoking of tobacco by staff on journeys between Academy and home;
- Consumption of alcohol by staff and visitors during social occasions on the premises when there are no students on site.

As a Healthy Academy we operate a smoke free site at ALL times.

- 7.3 There are no circumstances in which it is appropriate/acceptable for staff or visitors to use tobacco, alcohol or illegal drugs in the presence of students. Any information about illegal drugs or the illicit sale of legal drugs outside the scope of this policy, as defined above, will be passed on to the police. This includes sale of tobacco, solvents and alcohol to under aged people and any information about the use, possession or supply of illegal drugs.
- 7.4 It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments (this includes academies) to knowingly permit the supply or production of any illegal drugs on their premises. It is also an offence to allow premises to be used for the smoking of cannabis or opium, and the preparation of opium.

8. Staff with key responsibilities for drugs

- 8.1 The Deputy Head (Safeguarding) has overall responsibility for the implementation of this policy and for overseeing and coordinating drug issues.
- 8.2 The Headteacher and authorised staff have authority to search students, [in line with Searching, Screening and Confiscation Advice For Schools 2022](#) as outlined in the Academy's behaviour policy.
- 8.3 All members of staff will be made aware of this policy during the Induction Programme
- 8.4 All members of staff will have continuing professional development opportunities through the CPD programme and opportunities will be provided for further training in accordance with the CPD Policy.

9. Management of drugs at the Academy

- 9.1 In a medical emergency involving drugs, the utmost priority will be placed on safety by summoning appropriate help, before addressing further issues. All staff are provided with a list of first aiders in the Academy and this list is updated whenever changes occur. All drug related incidents will be recorded on My Concern with the time, place and circumstances of the discovery and also record the details of what was found.
- 9.2 **Legal drugs**
The Police will not normally need to be involved in incidents involving legal drugs. However the Academy will consider informing trading standards or the Police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to students in the local area.
- 9.3 **Controlled drugs**
In taking temporary possession and disposing of suspected controlled drugs, the Academy will:
- Ensure a second adult witness is present throughout
 - Seal the sample in a plastic bag
 - Include details of the date and time of the seizure/find and witness present
 - Store in the Academy safe so that access is only be senior members of staff
 - Notify the Police without delay so that they can collect it and then store or dispose of in accordance with locally agreed protocols.
- 9.4 The law does not require academies to divulge to the Police the name of the student from whom the drugs were taken but since it is advisable to do so, the Headteacher or his/her

representative will consider disclosing the name unless in so doing, it would place the student at risk of harm. The Academy will:

- Record full details of the incident, including the police reference number
- Inform parents/carers unless this is not in the best interests of the student
- Identify any safeguarding concerns
- Develop a support and disciplinary response

9.5 The Academy has the power to search and is not required to inform parents/carers before a search takes place or to seek their consent to search their child. "Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- Knives or weapons
- Alcohol Illegal drugs Stolen items
- Tobacco and cigarette papers
- Vapes
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or
- To cause personal injury to, or damage to the property of, any person (including the pupil)".

[Searching, screening and confiscation. Advice for Schools 2022.](#)

The Academy will reinforce the whole-school approach by building and maintaining positive relationships with parents. Parents should always be informed of any search for a prohibited item listed in paragraph 3 of "[Searching, screening and confiscation-advice for schools 2022](#)" that has taken place, and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied. Any complaints about searching will be dealt with through the normal Academy complaints procedure.

9.6 The Academy's general power to discipline, (as set out in Section 91 of the Education and Inspections Act 2006) enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary measure, where reasonable to do so. When other substances are found, which are not believed to be controlled drugs, these can be confiscated where a teacher believes them to be harmful or detrimental to good order or discipline. This will include new psychoactive substances or legal highs. If Academy staff are unable to identify the legal status of a drug, it should be treated as a controlled drug.

9.7 Staff will attempt to maintain a calm and orderly atmosphere when dealing with any parent/carer under the influence of drugs on the Academy premises. The child's welfare will be the primary focus for the Academy. In extreme cases where the well-being of students or staff is threatened, the Police will be called to deal with the situation.

10. Police involvement

10.1 If any drug related incidents should occur, the safety and well-being of the child will always be the overriding concern. Each incident will be considered taking into account the circumstances of the individual and the parents, Police and other appropriate agencies will be informed according to the needs of the individual concerned. A range of options will be

explored in responding to the needs of the student which will include:

- Early Conversation Log and Early Help Referral
- Referral to an external agency such as Oasis
- Referral to the Academy Lead First Aider.

Students and Parents should be clearly aware that the standard of proof to be applied when establishing the facts in relation to an exclusion is **on the balance of probabilities**, as set out in the DfE document [“Suspension and Permanent Exclusion Guidance 2022”](#)

10.2 There may be interest in drug related incidents by the media. Confidentiality of students will be a priority. The Head Teacher will respond to all media questions.

11. Sanctions

At Broadway Academy, we will apply the behaviour policy to drug-related incidents and the following responses are likely to occur.

Situation	Support	Sanction
Legal drugs Medicines ☐ Unauthorised possession or use ☐ Repeated unauthorised	Taken from them Refer to nurse – Counselling, address underlying problems Monitored	Inform parents by 'phone Parents invited into Academy
Tobacco/Vapes ☐ Possession ☐ Repeated possession ☐ Repeated use	Take and destroy/dispose Take and destroy/dispose Referral to smoking cessation sessions	Parental contact. After Academy detention. Parental meeting. Restriction of social freedom at break and lunchtimes Meeting with SLT link. Use of Remove Room.
Alcohol ☐ Possession ☐ Supply ☐ Repeated possession ☐ Repeated use ☐ Repeated supply	Raise awareness Refer to Academy nurse for counselling Refer to outside agencies Address underlying problems Monitor	Suspension – fixed term
Illegal Drugs ☐ Possession ☐ Use ☐ Supply ☐ Sale	Take and destroy Refer for counselling/ external agencies	Inform parents and Police if appropriate Suspension -fixed term Permanent exclusion Permanent exclusion

The above sanctions are in line with the DfE guidance on exclusions which states that:

A decision to exclude a pupil should be taken only:

- a) in response to serious breaches of the Academy's behaviour policy; and
- b) if allowing the pupil to remain in Academy would seriously harm the education or welfare of the pupil or others in the Academy.

There will however be exceptional circumstances where, in the head teacher's judgment, it is appropriate to permanently exclude a child for a first or 'one off' offence. These might include:

- a) serious actual or threatened violence against another pupil or a member of staff
- b) sexual abuse or assault
- c) supplying an illegal drug**
- d) carrying an offensive weapon

12. Needs of students

Posters of local and national help lines are displayed around the Academy and are available from the Academy Lead First Aider . In addition the well-being and support co-ordinators have resources available for both students and carers on this topic.

13. Working with external agencies

- 13.1 The Academy will work collaboratively with the** range of different services available depending on need. A full list of services can be found via the substance misuse section on:

The Waiting Room <https://the-waitingroom.org/#Tab14>

Breathe [Local Services – Breathe Education \(breathe-edu.co.uk\)](https://breathe-edu.co.uk)

Support can also be obtained from www.talktofrank.com

- 13.2** The School First Aider or nurse will also provide support in offering smoking cessation sessions to individuals or groups and in signposting to other services, to support students.

14. Information sharing

- 14.1** The Academy cannot and does not, promise total confidentiality. If a child requests that a piece of information exposed is kept confidential, then this will be honoured. However, the child will be made aware that this cannot be possible if:

- there is a child protection issue
- they are co-operating with a police investigation
- someone's life is in danger

15. The role of parents and carers

- 15.1** The Academy realises that parents/carers have a crucial role in preventing problem drug use. Therefore, this policy and all up-to-date information on drug education, are accessible via the Academy website – [parents – safeguarding your child section](#). In any incident involving illegal and other unauthorised drugs, the Academy will

involve the child's parents/carers and explain how the Academy intends to respond to the incident and to the student's needs. Where the Academy suspects that to do this might put the child's safety at risk or if there is any other cause for concern at home, the Academy will exercise caution when considering involving parents. Parents/carers are encouraged to approach the Academy if they are concerned about any issue related to drugs and their child.

16. The role of Governors

16.1 As part of their general responsibilities for the strategic direction of the Academy, Governors have a key role to play in the development of the Academy's policy on drugs. The Governing Body will be informed by the Headteacher of any drug related issues affecting the Academy. The Governor with specific responsibility relating to the provision of drugs education is Mr John Bryan.

17. Drug education

17.1 Current national guidance states that the purpose of drug education should:

- Increase pupils' **knowledge** and **understanding** and clarify misconceptions about:
 - the short- and long-term effects and risks of drugs
 - the rules and laws relating to drugs
 - the impact of drugs on individuals, families, and communities
 - the prevalence and acceptability of drug use among peers
 - the complex moral, social, emotional, and political issues surrounding drugs
- Develop pupils' personal and social **skills** to make informed decisions and keep themselves safe and healthy, including:
 - assessing, avoiding, and managing risk
 - communicating effectively
 - resisting pressures
 - devising problem-solving and coping strategies
 - developing self-awareness and self-esteem
- Enable pupils to explore their own and other peoples' **attitudes** towards drugs, drug use and drug users, including challenging stereotypes, and exploring media and social influences

17.2 At Broadway Academy, the whole-Academy approach to drug education supports this purpose and the implementation is set up to fulfil these aims. A coherent and continuous drug education programme operates as part of the whole-Academy approach to Spiritual, Moral, Social and Cultural development (SMSC), with some input in each year of the Academy.

The delivery occurs in class teaching, national curriculum subjects, Spiritual, Moral, Social and Cultural development (SMSC) lessons, tutorial lessons, assemblies and presentations by visitors.

The following principles are applied in every session/module of drug education:

- Ground rules are negotiated for the discussion of this sensitive issue

- An assessment of where students are in terms of e.g. Knowledge, language, skills, interest and anxieties is the first activity.
- We will develop a range of teaching methods to use which will encourage the active and interactive participation of all students.
- Information that is provided is comprehensive, accurate, up-to-date, and unbiased.
- Students are given an opportunity to reflect on their learning through self-assessment and peer group assessment.
- Teacher assessments including observing, listening, reviewing written work and students' contributions to drama, role play, and discussions will also be used to assess what knowledge and understanding students have gained; what skills they have developed and put into practice; how their feelings and attitudes have been influenced by the programme.

Evaluation, based on the aims and learning outcomes of the programme, is carried out with the students and staff at appropriate points and at the end of each year. See Appendix 2 for details of the programme of study for PDP

Appendix 1 Right Responses document Standing Conference on Drug Abuse 1999

	Information only	Found property	Simple Possession	Possession Plus	Other Offences
Key Features	Pupils at risk	Property not linked to a particular person	Facts agreed: certain criteria met	Facts in dispute: certain criteria not met	Academy community put at risk: class A drug; pupils at risk
Inform police?	Yes	Yes	Yes	Yes	Yes
Will the police need to attend?	Maybe	No	No	Yes	Yes
Can the Academy deal with matters after contacting police?	Maybe	Yes	Yes	Maybe	No
Why would police need to be involved?	Investigate information on source of supplies	Disposal of substance	Assist in decision making	Assist Academy with its enquiry/start joint enquiry	Assist Academy with its enquiry/ start joint enquiry

Appendix 2

Drug Education in the National Curriculum

Key Stage 3 – Drug Education in the National Curriculum		
PSHEE: Non-statutory Programme of study: Personal Wellbeing (QCA 2007)	Science: Statutory Programme of study: (QCA 2013)	Questions to help pupils to explore Drug education within the national curriculum
The range and content that teachers should draw on when teaching the key concepts and processes include: ☐ how high-risk behaviours affect the health and wellbeing of individuals, families and communities (d) ☐ basic facts and laws, (including Academy rules,) about alcohol and tobacco, illegal substances and the personal and social consequences of misuse for themselves and others (e) ☐ how making choices for being healthy contribute to personal wellbeing, and the importance between work, leisure and exercise (f) ☐ ways of recognising and reducing risk, minimising harm and getting help in emergency and risky situations (g)	Range and content should include: Structure and function of living organisms - Health ☐ The effects of recreational drugs (including substance misuse) on behaviour, health and life processes.	☐ What are reliable sources of information on drugs, alcohol, tobacco and other substances? ☐ Who can I go to for further advice and support? ☐ What can I expect from them and where and when are these services available? ☐ What are the basic facts and laws, including Academy rules, about alcohol, tobacco, illegal substances? ☐ What are the risks of misusing substances, including prescribed and over-the-counter medicines? ☐ What happens if I break the law relating to drugs, alcohol and tobacco and other substances? ☐ What affects our self-esteem – and how does self-esteem affect our emotional health and relationships with others? ☐ How does alcohol and drugs affect sexual behaviour? ☐ How can I make healthy and safe choices about my life?

Drug Education in the National Curriculum

Key Stage 4 – Drug Education in the National Curriculum		
PSHEE: Non-statutory Programme of study: Personal Wellbeing (QCA 2007)	Science: Statutory Programme of study: (QCA 2012)	Questions to help pupils to explore drug education within the national curriculum
The range and content that teachers should draw on when teaching the key concepts and processes include: ☐ the effect of diverse and conflicting values on individuals, families and communities and ways of responding to them (a) ☐ how the media portrays young people, body image and health issues (b) ☐ the benefits and risks of health and lifestyle choices, including choices relating to sexual activity and substance use and misuse, and the short and long-term consequences for the health and mental and emotional wellbeing of individuals, families and communities (d) ☐ where and how to obtain health information, how to recognise and follow health and safety procedures, ways of reducing risk and minimising harm in risky situations, how to find sources of emergency help and how to use basic and emergency first aid (e) ☐ the diversity of ethnic and cultural groups, the power of prejudice, bullying, discrimination and racism, the need to take the initiative in challenging this and other offensive behaviours and in giving support to victims of abuse. (j)	Pupils should be taught: B1 1.2 – How our bodies defend themselves against infectious disease. ☐ Some medicines, including painkillers, help to relieve the symptoms of infectious disease, but do not kill the pathogens. ☐ Antibiotics, including penicillin, are medicines that help to cure bacterial disease by killing infectious bacteria inside the body. Antibiotics cannot be used to kill viral pathogens, which live and reproduce inside cells. It is important that specific bacteria should be treated by specific antibiotics. The use of antibiotics has greatly reduced deaths from infectious bacterial diseases. Overuse and inappropriate use of antibiotics has increased the rate of development of antibiotic resistant strains of bacteria. B1.3 The use and abuse of drugs ☐ evaluate the effect of statins in cardiovascular disease ☐ evaluate different types of drugs and why some people use illegal drugs for recreation ☐ evaluate claims made about the effect of prescribed and non-prescribed drugs on health ☐ consider the possible progression from recreational drugs to hard	☐ How do friends, relationships, culture, faith and family influence beliefs and attitudes to drug, alcohol and tobacco use? ☐ How can conflict arise in relationships with my peers, family and others and how can I deal with it? ☐ How can I resist pressure to do things I don't want to do - from peers and others? ☐ How do alcohol and drugs affect decision-making, including sexual decision-making, and what strategies can reduce the risks? ☐ How can I contribute to challenging bullying and all types of discrimination? ☐ How does the media present drugs and alcohol misuse, and tobacco and how is reality distorted? ☐ What is the full range of services, help and information available to me including local health services, counselling, pharmacists, GPs, drop-in services for young people, telephone help-lines and internet sites?

	☐ evaluate the use of drugs to enhance performance in sport and to consider the ethical implications of their use	
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Appendix 3

Useful Organisations

ADFAM offers 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

Alcohol Concern works 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 operates 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 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)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: <https://www.drugeducationforum.com/>

DrugScope is 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.drugscope.org.uk

FRANK 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 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 Website: www.mentoruk.org.uk

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>

Wearewithyou gives free confidential support on drugs, alcohol and mental health _ wearewithyou.org.uk