



HOPEBRIGHT
S C H O O L

DRUGS, ALCOHOL AND TOBACCO POLICY

Publication Date: September 2026

Review Date: September 2027

Drugs, Alcohol & Tobacco Policy

CONTENTS

1. Introduction
2. Drug education
3. Roles and responsibilities
4. Smoking
5. Authorised drug use
6. Reporting, recording and responding to drug-related incidents involving learners
7. New Psychoactive Substances
8. Searching learners for drugs, alcohol and tobacco
9. Staff training
10. Staff use of medication
11. Staff conduct, drugs and alcohol
12. Responding to drug and/or alcohol-related concerns involving staff
13. Confiscation and disposal
14. Seeking the views of learners, parents, carers, local authorities and staff
15. Safeguarding and child protection
16. Drug-related incidents outside Hopebright premises
17. Police involvement
18. Complaints
19. Implementation, monitoring, evaluation and review

Appendices

1. Roles and responsibilities
2. Responding to drug and/or alcohol-related concerns involving staff



Drugs, Alcohol And Tobacco Policy

The possession, use or supply of illegal and other unauthorised drugs by staff, learners and visitors is wholly unacceptable.

1. Introduction

Hopebright adopts the definition of a “drug” as **any substance people take to change the way they feel, think or behave**, which may affect motivation, judgement, concentration and coordination.

This includes:

- Over-the-counter and prescription medicines
- Legal drugs such as alcohol, tobacco and volatile substances
- Controlled drugs under the Misuse of Drugs Act 1971
- Psychoactive substances and new psychoactive substances, including those not banned under the Misuse of Drugs Act 1971

Hopebright recognises the importance of effective health and safety management and its responsibility to ensure the health, safety and welfare of staff, learners and visitors.

Hopebright also recognises its role in providing drug education, pastoral support, safeguarding intervention and early identification of learners who may be vulnerable to drug or alcohol misuse.

This policy applies to:

- Staff
- Consultants
- Agency staff
- Volunteers
- Students on placement
- Learners
- Visitors
- Anyone working for, or on behalf of, Hopebright

This policy should be read alongside:

- Administration of Medication Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Compliments and Complaints Policy
- Driver and Vehicle Policy
- Equality and Diversity Policy
- E-Safety and Multi-Media Policy



- Exclusion Policy
- Grievance Procedure
- Health and Safety Policy
- Behaviour / Positive Behaviour Support Policy
- Missing from Education Policy
- Off-Site Visits Policy
- Recruitment and Selection Policy
- Restrictive Physical Intervention Policy
- Safe Working Practice Policy / Code of Conduct
- Searching, Screening and Confiscation Policy
- Use of Quiet / Reflection Rooms Policy
- Whistleblowing Policy

Failure to comply may result in disciplinary action, referral to relevant safeguarding bodies, referral to the Disclosure and Barring Service where appropriate, or termination of contract.

2. Drug Education

Hopebright supports learners to develop knowledge and understanding of issues linked to:

- Medicines
- Alcohol
- Tobacco
- Vaping
- Volatile substances
- Illegal drugs
- New psychoactive substances

Drug education may be delivered through:

- PSHE / personal development
- Assemblies or group sessions
- One-to-one pastoral support
- Safeguarding interventions
- External specialist support where appropriate

Staff must adopt an open, consistent and sensitive approach, recognising that learners may have different attitudes shaped by culture, religion, life experience, beliefs and values.

Staff must not discuss their own recreational use or misuse of alcohol, medication, volatile substances or controlled drugs with learners under any circumstances.

The welfare, safety, wellbeing and self-esteem of learners must always take priority.

3. Roles and Responsibilities

The **Director / Head of Provision** has overall responsibility for the effective implementation of this policy.

The **Designated Safeguarding Lead (DSL)** and senior leadership team support the management of drug, alcohol and tobacco-related concerns.

All staff must report and record any drug-related concerns involving learners, staff or visitors to senior staff.

Further role details are included in **Appendix 1**.

4. Smoking

Under the Health Act 2006 and associated regulations, smoking is prohibited in enclosed workplaces, public places and vehicles.

Smoking is prohibited in all buildings, vehicles and areas used for Hopebright business.

Staff are encouraged to seek support to stop smoking and are strictly forbidden from smoking on Hopebright premises or during learner-facing duties.

Hopebright recognises that smoking and nicotine addiction can be a significant issue for some learners. Hopebright will discourage smoking by offering:

- Information and support
- Signposting to smoking cessation services
- Pastoral support

E-cigarettes, vapes and associated paraphernalia will be treated in the same way as tobacco products.

5. Authorised Drug Use

Some learners may have a legitimate reason for using prescribed or over-the-counter medicines.

Hopebright has clear arrangements for:

- Administration
- Storage
- Recording
- Disposal

Further information is available in the **Administration of Medication Policy**.

6. Reporting, Recording and Responding to Drug-Related Incidents Involving Learners

The consumption of alcohol, volatile substances and illegal substances by learners is strictly forbidden at Hopebright.

Learners are also discouraged from engaging in such risk-taking behaviour outside Hopebright. Any inappropriate behaviour associated with drugs or alcohol, whether confirmed or suspected, must be:

- Reported to senior staff
- Recorded as soon as reasonably possible
- Normally recorded within 24 hours
- Managed in line with safeguarding, behaviour and health and safety procedures

Hopebright's response will always focus on:

- Safeguarding the learner
- Promoting welfare
- Reducing risk
- Providing appropriate support
- Seeking medical intervention where required

Any risks associated with offending, drug misuse, alcohol misuse or self-harm must be documented and communicated to relevant staff.

Where appropriate, plans will be put in place to reduce risk and evidence that risks are being minimised.

If staff have concerns that drug or alcohol-related behaviour may be linked to:

- Child criminal exploitation, including county lines
- Child sexual exploitation
- Female genital mutilation
- Forced marriage
- Gang involvement
- Radicalisation or violent extremism
- Peer-on-peer abuse
- Sexual violence or sexual harassment

the matter must be referred immediately to the **Designated Safeguarding Lead** or another designated safeguarding person.

If there is immediate danger to life, staff must call **999**.

7. New Psychoactive Substances

New Psychoactive Substances (NPS) are substances designed to replicate the effects of illegal drugs. Although sometimes referred to as "legal highs", this term is misleading and inaccurate.

Many NPS are controlled under the Misuse of Drugs Act 1971 and some products contain illegal substances.

Examples may include:

- Spice
- Black Mamba
- Ivory Wave
- Nitrous oxide
- Other synthetic or psychoactive substances

The possession, consumption or supply of NPS will be treated in the same way as other unauthorised drugs.

If there is uncertainty about a substance, it must be treated as a controlled drug until confirmed otherwise.

8. Searching Learners for Drugs, Alcohol and Tobacco

Staff may search a learner for any item if the learner agrees.

The Director / Head of Provision and authorised staff may also search a learner or their possessions without consent where there are reasonable grounds to suspect the learner may have a prohibited item.

Prohibited items include:

- Alcohol
- Illegal drugs
- Tobacco
- Cigarette papers
- Vapes or vaping paraphernalia
- Any item likely to be used to commit an offence
- Any item likely to cause injury or damage

Searches without consent are limited to outer clothing and possessions. Staff must not conduct an intimate search under any circumstances.

Where staff believe a learner may have sharp, dangerous or illegal items, the Director / Head of Provision will decide whether police involvement is required.

Further guidance is contained in the **Searching, Screening and Confiscation Policy**.

Where alcohol, tobacco, cigarette papers or vaping items are found, Hopebright may dispose of them appropriately. They must not be returned to the learner.



Controlled drugs must be passed to police as soon as possible unless there is a clear and lawful reason not to do so.

Bag searches must be recorded in line with policy.



9. Staff Training

Hopebright is committed to training relevant staff in effective drug and alcohol awareness.

Training may include:

- Recognising signs of misuse
- Safeguarding links
- County lines and exploitation
- Recording and reporting procedures
- Supporting vulnerable learners
- Managing incidents safely

10. Staff Use of Medication

Staff may have a legitimate reason for using prescribed or over-the-counter medication while on duty.

Staff must consider whether medication may affect:

- Motivation
- Judgement
- Concentration
- Coordination
- Ability to work safely

Staff must notify their line manager in writing of:

- Any medication that may affect their ability to perform duties safely
- Any significant change in dose or frequency
- Any side effects which may affect safe working

This excludes contraceptive medicines.

Failure to notify may result in disciplinary action.

Information will be treated confidentially.

Where appropriate, a risk assessment may be completed considering:

- The staff member's condition
- Medication prescribed
- Potential side effects
- Safe storage
- Emergency actions

Where risk is significant, senior leadership may seek advice from:

- Medical professionals



- HR
- Health and safety advisers

All medication brought onto Hopebright premises must:

- Be stored securely
- Be kept out of sight and reach of learners
- Be stored in its original container
- Include the pharmacy label where appropriate

Staff should only bring a reasonable quantity of medication onto site.

11. Staff Conduct, Drugs and Alcohol

The consumption of alcohol, volatile substances, illegal substances or NPS while on duty or on-call, including breaks, is strictly forbidden.

Staff must also be aware that drugs or alcohol consumed outside working hours may affect their ability to fulfil their role safely and effectively.

Staff must not attend Hopebright premises or duties under the influence of alcohol, illegal substances, volatile substances or NPS.

Staff are accountable for their conduct at all times, including:

- Work-related meetings
- Events
- Functions
- Offsite duties
- Transporting or supervising learners

Staff must not behave in a way that could lead a reasonable person to question their conduct, intentions or suitability to work with children and young people or bring Hopebright into disrepute.

12. Responding to Drug and/or Alcohol-Related Concerns Involving Staff

Hopebright recognises that in some circumstances drug or alcohol dependency may be a health matter.

Employees who know or suspect they have a problem are encouraged to seek help as soon as possible.

As a first step, an employee should normally approach their line manager. If unable to do so, they should contact the Director / Head of Provision.

Hopebright will address dependency constructively and sensitively.

However, the following may result in disciplinary action and may be reported to police:

- Production, possession, consumption, storage, supply or purchase of illegal drugs

- Production, possession, consumption, storage, supply or purchase of illegal tobacco
- Unauthorised possession, consumption, storage, supply or purchase of controlled drugs
- Unauthorised possession, consumption, storage, supply or purchase of alcohol
- Misuse of prescribed or over-the-counter medication

If a staff member suspects a colleague may have a drug or alcohol-related problem, they must not cover up or collude with them.

They should encourage the individual to seek help and report concerns to the relevant line manager or Director / Head of Provision.

Concerns about the Director / Head of Provision should be referred to the proprietor / responsible body.

Further guidance is included in **Appendix 2**.

13. Confiscation and Disposal

All controlled and unauthorised drugs will be confiscated and disposed of in line with best practice.

Needles and syringes must be placed in a sharps container where available, or another sturdy secure container, and disposed of safely through an appropriate service.

14. Seeking the Views of Learners, Parents, Carers, Local Authorities and Staff

Hopebright will regularly seek learners' views about:

- How safe they feel
- How risks can be reduced
- How support can be improved

The views of parents, carers, local authorities and staff will also be sought through consultation and feedback processes.

Records will be kept of feedback and any associated actions.

15. Safeguarding and Child Protection

Hopebright will always consider whether a learner's behaviour indicates that they:

- Are suffering significant harm
- Are likely to suffer significant harm
- Have unmet educational, emotional, social or health needs

All child protection concerns will be addressed in accordance with the **Safeguarding and Child Protection Policy**.

16. Drug-Related Incidents Outside Hopebright Premises

Where a drug-related incident outside Hopebright premises is observed by or reported to staff, the Director / Head of Provision will decide whether intervention is required.

Safeguarding concerns must always be reported.

17. Police Involvement

Careful, child-centred decision-making will be used when deciding whether to report behaviour to police.

If behaviour could be criminal or poses a serious threat to a member of the public, police should always be informed.

Senior staff should consider relevant guidance, including **NPCC When to Call the Police: Guidance for Schools and Colleges**.

The decision whether to involve police in a drug-related incident will be made by the Director / Head of Provision or most senior available member of staff.

18. Complaints

Learners, staff, parents, carers, social workers and local authority representatives may complain to Hopebright if they are unhappy with any aspect of the education, care or support provided.

All complaints will be taken seriously and dealt with without delay.

Complaints will be handled in line with Hopebright's **Compliments and Complaints Policy**.

Complaints involving allegations of child abuse will always be addressed in line with the **Safeguarding and Child Protection Policy**.

19. Implementation, Monitoring, Evaluation and Review

The designated senior member of staff with overall responsibility for implementation, monitoring and evaluation of this policy is the **Director / Head of Provision**.

They are responsible for ensuring that learners, staff, parents, carers and placing authorities are aware of this policy.

Additional support will be provided to any parent, carer or significant person wishing to know more about the policy.

This policy will be reviewed at least annually and more frequently where required due to:

- Significant incidents
- Changes in legislation
- Updated guidance
- Organisational changes
- Safeguarding concerns

Hopebright leadership will monitor:

- Drug, alcohol and tobacco-related incidents
- Safeguarding concerns



- Staff training
- Learner feedback
- Parent/carer feedback
- Local authority feedback
- Policy compliance

Questions or concerns about this policy should be directed to:

Director / Head of Provision: Arshad Ashraf

Designated Safeguarding Lead: [Insert Name]

Health and Safety Lead: [Insert Name]

HR / Responsible Person: [Insert Name]



APPENDIX 1

Roles and Responsibilities

The designated senior member of staff with overall responsibility for all drug-related issues at Hopebright is the **Director / Head of Provision**.

The role of the Designated Person is to:

- Oversee planning and coordination of drug education
- Monitor, evaluate and review drug education
- Provide advice, guidance and support to staff involved in or affected by drug-related incidents
- Provide advice, guidance and support to learners involved in or affected by drug-related incidents
- Manage drug-related incidents in line with Hopebright policy and procedures
- Notify the DSL and senior leadership of all safeguarding concerns
- Notify external agencies where required
- Record relevant safeguarding information
- Maintain records of cause for concern issues and child protection concerns

All staff are responsible for reporting and recording any drug-related concerns relating to learners, staff or visitors.

APPENDIX 2

Responding to a Drug and/or Alcohol-Related Incident Involving Staff

Hopebright has a general duty to ensure the health, safety and welfare of employees, learners and visitors.

2.1 Drug, Alcohol and Tobacco-Related Searches

To safeguard staff and ensure compliance with this policy, Hopebright reserves the right to search personal workspace and property, including:

- Bags
- Lockers
- Vehicles
- Personal storage areas

Staff may also be asked to turn out pockets or remove outer clothing such as shoes, jackets or hats.

Searches will only be conducted with consent and approval from the Director / Head of Provision.

Searches will be undertaken by an authorised member of staff, with a witness present.

Due care will be taken to maintain dignity and privacy.

All relevant details will be recorded.

If a staff member unreasonably refuses a search, the Director / Head of Provision may call police and act on their instructions.

The staff member may be suspended on full pay pending investigation, which may result in disciplinary action.

2.2 Medical Examination

If there is reasonable suspicion that this policy has been breached, or that conduct or performance has been impaired by drug or alcohol use, Hopebright's disciplinary procedure may be invoked.

Hopebright may require the employee to undergo:

- Medical examination
- Drug testing
- Alcohol testing

Where testing takes place, the staff member will be asked to consent and provide an appropriate sample.

They will be told what substances are being tested for and why.

If no underlying drug or alcohol issue is identified, Hopebright may continue to deal with the matter under disciplinary procedures.

If a positive test is confirmed, or the staff member admits to a drug or alcohol problem, Hopebright may suspend the employee on full pay pending a decision about whether to:

- Continue disciplinary procedures
- Refer the employee for treatment and rehabilitation

2.3 Identifying the Need for Referral

Any staff member who believes they may have a drug or alcohol problem is encouraged to seek specialist help as soon as possible.

If a staff member requests assistance before concerns about work-related conduct or performance are identified, and there are no safeguarding concerns, the matter will be treated confidentially. However, if time off work, changes to duties or changes to working environment are required, the Director / Head of Provision may need to be informed.

If a line manager identifies poor health, attendance, conduct or performance that may be drug or alcohol-related, they should consult the Director / Head of Provision and HR / responsible person.

The manager will arrange to meet with the staff member to:

- Discuss concerns
- Ask whether they wish to comment
- Explain potential disciplinary consequences
- Offer referral to occupational health or suitable support
- Decide whether disciplinary action is required

If the employee rejects support, the Director / Head of Provision will assess whether disciplinary action is appropriate.

2.4 Referral

Where a staff member accepts referral for assessment, Hopebright will seek appropriate occupational health or medical advice.

If no drug or alcohol-related problem is identified, the Director / Head of Provision will assess whether disciplinary action is appropriate.

If a drug or alcohol-related problem is confirmed, the staff member may be referred to a specialist agency.

A treatment programme may be:

- In-patient
- Day-care
- Out-patient
- Home-based



If the employee rejects treatment, Hopebright will assess whether disciplinary action is appropriate.

If treatment is accepted and the employee is considered unfit for work, Hopebright will manage absence and support arrangements appropriately.

Following treatment, the Director / Head of Provision will meet with the employee to confirm expectations around conduct, performance and behaviour.

Disciplinary action may begin or resume if conduct, performance or behaviour warrants it.

Where a staff member remains at work during treatment or rehabilitation, Hopebright reserves the right to redeploy the individual away from direct work with learners.

If the working environment is believed to contribute to dependency, reasonable steps will be taken to address this in consultation with the staff member.

If treatment is discontinued by the employee or treatment provider due to lack of progress, Hopebright will decide whether disciplinary action should be taken.