



# Horizon Community College

## Drug, Alcohol & Illicit Substance Policy

Reviewed & Updated:  
June 2025





# **DRUG, ALCOHOL AND ILLICIT SUBSTANCES POLICY**

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## **Section 1 Introduction and Purpose of the Policy**

### **Development process**

This Policy was written, reviewed and adopted in July 2017 and will be reviewed annually.

This policy was produced following consultation with the key areas of the College community including Teachers, Horizon Local Committee (HLC) Members (formerly Governors) and the Students.

### **Location and dissemination**

A copy of this policy will be available for viewing and download via the college website. Hard copies shall be made available on request. Any amendments or reviews of this policy can also be disseminated via the school website.

### **The context of the policy and its relationship to other policies**

This policy links with several other college documents including the Safeguarding and Child Protection, Behaviour for Learning and Confidentiality policies.

### **Local and national references**

Guidance from the following documents has been used in the production of this policy:

- DfE and ACPO drug advice for schools
- HM Government Drug strategy
- Barnsley Children and Young Person's Drug and Alcohol Service
- Barnsley Safeguarding Children Board protocol guidance

### **The purpose of the policy**

The purpose of the College Drug, Alcohol and Illicit substances policy is to:

- Set out the legal responsibilities of the College
- Provide a clear statement as to the College's stance on drugs and illicit substances
- Provide members of staff with a framework to enable them to manage incidents involving drugs within the school environment with confidence and allowing a consistent approach across the college

- Provide guidance regarding the wider support needs of students and parents/carers' families and clarify the roles of external support structures
- Provide a platform for evaluating the effectiveness of the College drug education programme and management of incidents around illicit substances and providing the opportunity for continuous review

## **Section 2 Where and to Whom Does the Policy Apply?**

The policy applies to all staff, students, parents/carers, HLC Members, partner agencies, volunteers and visitors to the college. The policy applies to all areas within the boundaries of the college site and to all residential and non-residential visits out of school, including any journeys to and from the college for such purposes.

## **Section 3 Definitions and Terminology**

A substance which has a physiological effect when ingested or otherwise introduced into the body including:

- All illegal drugs (as controlled by the Misuse of Drugs Act 1971)
- All legal drugs including alcohol, tobacco and other substances which give off a vapour or a gas which can be inhaled, such as e-cigarettes
- All substances previously known as 'legal highs' or any substance with stimulant or mood-altering properties whose sale or use is not banned by current legislation regarding the misuse of drugs, including those substances classified as New Psychoactive Substances (NPS) (as controlled by the Psychoactive Substances Act 2016)

## **Section 4 College Stance Towards Drugs, Health & the Need of Students**

The simple possession, use or supply of any illegal and otherwise unauthorised drugs is not acceptable within the boundaries identified within the policy.

The policy acknowledges that there will be occasions when students may require access to medicines which have been prescribed to them during the course of the school day.

Any such occasion will be managed within the college by appropriate staff.

The first concern in managing drugs and illicit substances is the health and safety of the College's community and meeting the pastoral needs of students.

## **Section 5 Staff with Key Responsibility for Drugs, Alcohol and Illicit Substances**

Members of staff who will oversee and coordinate drug issues and their key roles and responsibilities are:

### Designated Safeguarding Leads:

Mrs Huddart (Principal) and Mrs Ola-Craig (Assistant Principal)

### Deputy Designated Safeguarding Lead:

Miss Fox

### Other members of staff who have undertaken safeguarding training:

Miss Winterburn (Associate Vice Principal – Behaviour and Standards), Miss Sheldon (Assistant Principal, Head of Lower School) and Mr Plant (Assistant Principal, Head of Upper School).

## **Section 6 Staff support and Training**

All staff will have access to the College Drug, Alcohol and Illicit substances policy which includes guidance of managing drug and or illicit substance incidents.

Staff involved in the teaching of drug education will have the opportunity to keep abreast of changes in legislation, policy and other drug related issues, as well as having the opportunity to develop skills and knowledge in the area through their continued professional development.

## **Section 7 Management of Drugs at School and on School Trips**

The Principal, and staff authorised by the Principal, have a statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. Prohibited items are:

- knives or weapons, alcohol, illegal drugs, stolen items, e-cigarettes, tobacco and cigarette papers, fireworks and 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 student).

The Principal and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The member of staff conducting the search must be the same sex as the student being searched; and there must be a witness (also a staff member) and, if at all possible, best practice dictates they should also be the same sex as the student being searched.

- School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline
- Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- Drugs should be carefully and safely handled and stored in a secure location, such as a safe or other lockable container with access limited to senior members of staff
- Needles or syringes should be placed in a 'sharps bin' or other suitable secure container (e.g. a tin with a lid) using gloves. Used needles and syringes should not be disposed of in domestic waste but should be destroyed properly. Barnsley Council operates a collection and destruction service and can be contacted on (01226) 773555 to arrange for safe disposal
- Liquids seized may be tested for drugs as part of an investigation
- Contact the police as soon as practicable, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but it is advisable to do so
- Record full details of the incident, including the circumstances, those students present and corroborating members of staff
- Inform parents/carers, unless this is not in the best interests of the student
- Identify any safeguarding concerns and implement an appropriate support and disciplinary response
- A thorough investigation of events and the personal circumstances of those students/families involved should be made. Any aggravating factors or



safeguarding concerns which are identified should be immediately brought to the attention of the College's safeguarding lead. It may be necessary to involve partner agencies to provide a range of options for responding to the identified needs of those involved

- Any instances which involve a parent or carer suspected to be under the influence of drugs on school premises should see the individual concerned asked to leave or be removed from the College site. Any subsequent safeguarding issues, short or long term, should immediately be brought to the attention of the College safeguarding lead. The student and family support needs should be subsequently assessed, and relevant referrals made to partner agencies

## **Section 8 Police Involvement**

As a College, we would report any incidents of drug possession or use on College site to the Police. Where students are in possession of prohibited items such as cigarettes or e-cigarettes, contact should be made with the Police when an incident may have aggravating factors e.g. the involvement of adults or persons outside of the College community and where a child involved is at risk and/or there are child protection issues.

Reports can be made to the Police via 101 or should it be appropriate 999.

## **Section 9 The Needs of Students**

The wider support for the needs of students are addressed by the College pastoral staff and various internal and external support structures, as well as the College's drug education curriculum.

## **Section 10 Working with External Agencies**

The College work closely with partner agencies in order that students and their families receive the required support. Agreed protocols for referral will be followed throughout the process.

A list of local services is available via the Substance Misuse Service for Young People Service directory.

## **Section 11 Information Sharing**

All information about individuals is private and should only be shared internally or externally with agencies that have a specific and proportionate need.

The College's approach to information sharing is contained within the college's Confidentiality policy from which guidance should be drawn.

Local and internal safeguarding procedures are to be followed if a student's safety is considered under threat, including incidences of parental drug or alcohol misuse. Direction regarding the College's policy on such issues is available via the College's safeguarding and child protection policy.

## **Section 12 Involvement of Parents/Carers**

Where a child is involved in an incident which involves illegal or unauthorised drugs their parents/carers should be informed of the incident as soon as practicable.

If we suspect a student is under the influence of illegal or unauthorised drugs the student will need to be collected from College for safeguarding reasons. The College, as with all schools, reach judgements based on the 'balance of probabilities'; we do not need to have found banned items on the student to reach the conclusion that they are 'under the influence'.

Parents are encouraged to be involved in their child's drug education.

## **Section 13 The Role of HLC Members**

The HLC Members will be kept informed on any current or emerging drug and alcohol issues within the College via HLC meetings, any drug awareness sessions or events at the college. HLC Members may be involved in any related meetings and or appeals against sanctions arising from drug related incidents.

HLC Members to be involved in the review and development of the College Drug, Alcohol and Illicit Substance policy.

## **Section 14 Liaison with Other Schools**

Close relationships exist between the College and other local schools as well as partner primary schools. The college will continue to work in partnership with these partners to

identify and manage emerging issues in the area and as part of the transition arrangements between schools.

## **Section 15 Staff Conduct and Drugs, Alcohol and Illicit Substances**

Staff have access to the College Drug, Alcohol and Illicit Substance policy and should be familiar with its content and their responsibilities as outlined within the policy.

All members of staff are aware of the standards expected of those working within the College. A copy of the code of conduct for staff is included in the staff induction information.