



Willingdon Community School

Drugs, Tobacco and Alcohol Policy

This policy was adopted on 30th September 2026

This policy is due for review in September 2027

Willingdon Community School

Key Contacts

Role	Name	Contact details
Executive Headteacher	Emily May	01323 485254
Chair of Governors	Jane Branson	01323 485254
Co-Head of School	Nadene Townsend-Smith	01323 485254
Co-Head of School and DSL	Alison Walters	01323 485254
Assistant Headteacher in charge of Behaviour	Tom Cain	01323 485254
Head of Year 7	Les Naylor/ Paige Muller	01323 485254
Head of Year 8	Catherine Johnson/ Marion Dupont	01323 485254
Head of Year 9	Anthony Roche	01323 485254
Head of Year 10	Dale Scowen/ Liam Keast	01323 485254
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Date adopted by the Governing Body: 30th September 2026

To be reviewed: September 2027

Staff Responsible: Executive Headteacher

Link Governor: Safeguarding Link Governor

This policy should be read in conjunction with the school Vision Statement and Ethos of the School as detailed below.

We are Willingdon

We are a united, vibrant community which demonstrates personal excellence in all that we do. Learning at Willingdon transforms lives by igniting curiosity and expecting the very best from staff and students alike. We value opportunities, aiming for success today to prepare for challenges and opportunities tomorrow. We are respectful, honest and courteous to empower each other on our unique learning journeys. We look after ourselves and each other, and show empathy, respect and compassion to all people and our environment along the way. We encourage tolerance, resilience and reflection, which in turn allows everyone to make progress every lesson. We work together as a harmonious community to be the very best versions of ourselves.

This makes us Willingdon

Ethos

At Willingdon Community School, we aim to develop, in all our students, key values which we consider contribute to the achievement of what we refer to as, Personal Excellence.

Ambition

To strive to do your best on all occasions. Take on new challenges and challenge yourself to reach the highest possible standards and be personally successful.

Respect

To respect and value all members of our community, recognising and celebrating our differences. Respect ourselves, valuing what we can each bring to our community.

Compassion

Understand the needs of others and support those who sometimes need our help. Contribute to charitable work which supports those less well-off in the world.

Courtesy

Be well mannered in all situations, displaying the basic courtesies that we all value. Greet those you work with regularly; be particularly welcoming and polite to visitors and show appreciation for those who support and work closely with you.

Honesty

Always be honest, even when it may appear difficult. Be honest to yourself - know your strengths and your weaknesses.

This policy outlines what Willingdon Community School will do to support the effective delivery of education relating to tobacco, drug and alcohol use. The policy will also detail the sanctions involved if there is any inappropriate use within our school or in the local community, bringing the school into disrepute.

Location and dissemination

The policy will be shared with our school community via the website under school policies. There will also be a hard copy available with the Head's P.A.

The purpose of the policy

The **school's** role in prevention is much broader than alcohol and drug education lessons. The links between educational detachment and the use of alcohol and drugs at an early age are very clear whilst a young person's attachment to school is a powerful protective factor that will increase their resilience against substance misuse. This is strengthened by a positive and supportive school ethos, as well as the provision of good quality PSHE education. Schools are also well placed to intervene early if a young person's or familial alcohol or drug use is causing problems.

It is the responsibility of:

The Executive Headteacher to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.

School Governors to take a lead role in monitoring and reviewing this policy.

All staff, including: governors, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.

Parents/carers to support their children and work in partnership with the school.

Students to abide by the policy.

The Executive Headteacher and her Senior Leadership Team alongside our Pastoral Team will work in alliance with other key agencies or services within the community in order to safeguard our children accordingly.

The school's stance towards drugs, health and the needs of pupils.

1) Drugs or Alcohol

Our first concern in managing drugs is the health and safety of the school's community and meeting the pastoral needs of all pupils.

Willingdon Community School has a zero tolerance policy to illegal drug use or the consumption of alcohol below the legal age. If there is indisputable evidence or the evidence shows a high probability of illegal drug use or consumption of alcohol in school or within the local community, the school exercises the right to suspend the student for a fixed term or on a permanent basis depending on the severity of the incident.

If there is suspicion that a child is under the influence of an illegal drug or alcohol in school, emergency action will be taken in order to ensure the safety of students and others, first aid will be administered or an ambulance called for where necessary. Parents will be notified as soon as possible.

If there are reports of students supplying drugs inside or outside of school, the school will begin their own investigation in line with its behaviour policy. Senior staff also have the right to search a student for any substance or object that does not adhere to the school policies.

Any drug or alcohol incident will be reported to and logged with the safeguarding team as well as the local police force to take whatever action they decide is necessary. All incidents must be recorded on MyConcern.

2) Tobacco and Vapes

Tobacco or vapes must not be smoked in or around school site. If this is suspected, the school reserves the right to conduct a search of the child/children named. Any tobacco, tobacco paraphernalia or vapes discovered will be confiscated immediately. The child may be sanctioned in line with the school's behaviour for learning policy for defiance to the rules, particularly if this is not a one off incident. Parents/carers will be expected to collect confiscated items and these will not be returned to the child.

3) Medically Prescribed Drugs

There are some of our student body who currently need authorised drugs due to health issues. Any authorised drug needing to be administered within the school day must be communicated to the student support team and locked safely in their area until the child requires this in line with their Health Needs Plan. Please refer to the Supporting Pupils with Medical Conditions Policy.

Staff with key responsibility for drugs

The Executive Headteacher and Senior Leaders for Behaviour and Safeguarding will continue to review this policy and make amendments as necessary in line with the governing body. All members of the leadership team and the Heads of Year (HOY) have the right to search a child

if there is suspicion of drug, alcohol or tobacco use or that the items are in the child's possession.

This will be done in line with the searching protocol as defined in the Behaviour for Learning policy and recorded on Arbor/ My Concern. The search must be carried out with another member of staff present, ideally of the opposite sex. If a child refuses a search, the police or parent/carer may be called to support. Members of school staff have the legal right also to search property to look for unlawful items. There is no legal requirement to keep such a record of these searches or to notify parents when this has happened.

Safeguarding

The Safeguarding and Child Protection Policy must be followed if a student's safety is considered under threat, including incidences of parental drug or alcohol misuse (or make links to relevant school policy). Any concern with drugs or alcohol MUST be detailed by the staff member on My Concern.

Staff support and training

All our staff are responsible for adherence to and implementation of this policy.

Staff requirements are further contained within their own professional and employment terms and conditions.

In order to support them, we provide a range of training and personal development opportunities including:

- Basic drug awareness training
- First aid and emergency procedure training
- Confidentiality, child protection and safeguarding training
- SLT, pastoral and SEN staff receive restrictive interventions training.
- In addition, the specific training needs of the staff involved in the pastoral or safeguarding teams will be considered and addressed as necessary.

Management of drugs at school and on school trips

This policy applies to all school activities including those which occur outside of normal school hours and whether on school premises (either inside or outside) or on any external school visit or residential trip. This includes activities run by non-school staff or adults other than teachers as a part of our Extended Services Programme.

On school visits and residential trips, staff and students will be briefed in advance about procedures and responsibilities. For overseas visits this briefing will include any difference in local laws regarding drugs. Where the rules of this policy are breached, this will be managed either as a school disciplinary matter and/or by the local police, depending on the severity of the incident.

At school social events, this policy will apply to all those who attend.

Initial Investigation of illegal drugs/substances

An initial investigation will be led by a senior member of staff who will facilitate an assessment of how best to manage the situation, whether the police should be involved and, if so, in what capacity.

A written report will be kept detailing any incident.

In all but the most unusual circumstances, (and where this is the case, the reasons will be logged), parents/carers will be informed about the situation and invited to the school to discuss it. Otherwise, contact with parents/carers will be maintained throughout the management of the incident if we are able to contact them.

School staff are permitted in law to take temporary possession of any suspected illegal substance. The substance will then be placed in a lockable, secure location and the police notified in order for them to collect it.

Alcohol and tobacco products will be confiscated and disposed of by the school within 28 days. Parents or Carers therefore, have that timeframe in which to claim this property. It will not be handed back to any student.

Working with Parents

Whilst there is no legal obligation to contact parents, it is school policy that parents should be contacted, preferably as early as possible.

Consideration might be given to not contacting parents if there is concern about parental reaction to the child, if parents are implicated themselves or if the police advise against it. A decision not to contact parents may only be taken by the Executive Headteacher.

Contact with parents regarding a drug related incident should be approved by the Executive Headteacher or Senior Leadership Team. The HOYs should generally be consulted prior to contact being made to ascertain the pastoral background.

Students involved in a drug-related incident should generally be informed that parents are to be notified prior to contact being made.

Where problems with family substance misuse are identified, the school will work with the family and appropriate agencies including Social Services, the Family Substance Misuse

Service, and Young Carers as appropriate to ensure that the family and therefore the student has support.

If a parent or carer arrives on school premises under the influence of illegal drugs or alcohol, they will be asked to leave immediately and the police will be informed. The Executive Headteacher reserves the right to ban the person from school permanently. This will be conveyed in an official letter to the person involved.

Ultimately, the school's stance is to support and help parents with any concerns that may arise about the wellbeing of their child. School staff may make suggestions or recommendations to parents of steps they can take to support their child or external agencies who may be able to support the family further. This can be done via Parent Forums and via Social Media.

Police involvement

Any decision to request a police investigation will be informed by the findings of the internal initial investigation and will take account of the quantity and nature of the substance and whether it was held for personal use or to supply others, as well as a range of other factors.

If supply is suspected, the names of students will be passed to the Police together with a full report detailing the incident and we will cooperate fully with the police investigation.

Currently, our Police Liaison Officer is Richard Upton and the safeguarding team have his details, as does the Executive Headteacher.

The needs of pupils at risk or following an investigation

Our pastoral team will consider what further interventions and support should be put in place. These may include the involvement of our School Nurse or the Youth Development Service. Students may be invited, or required to attend individual or group sessions. The safeguarding team may also make recommendations of support suggested depending on the incident.

Working with external agencies

A list is available in Appendix 1 detailing the support that could be provided to students by external agencies.

Information sharing

We collect and use student information in order to meet legal requirements set out in the GDPR including those in relation to the following:

Article 6 and Article 9 of the General Data Protection Regulations (GDPR).

Article 6: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9: For substantial public interest on a legal basis.

We hold student data in line with the School's Data Protection Policy. In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as necessary to complete the task for which it was originally intended.

We routinely share student information with:

- schools that the student attends after leaving us
- our local authority
- the Department for Education (DfE)
- where applicable, the NHS and Social Services

We do not share information about students with anyone without consent, unless the law and our policies allow us to do so.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

The role of Governors

Through Full Governor Meetings, we update the board on any significant breaches to this policy. The Chair of Governors will be notified as soon as possible to an illegal drug or alcohol misuse incident.

The Chair of Governors alongside the Governor linked to Safeguarding will support ongoing policy updates and oversee the drug education programme, and contributing as required to any case conferences called, or appeals against suspensions.

Appendix 1

Local and National Organisations for External Support

National Support Organisations

Adfam

Supports families affected by a relative's or friend's alcohol, drug use, or gambling problems. Provides information, training, resources and family support services.

Address:

27 Swinton Street, London WC1X 9NW

Telephone: 07442 137421

Email: admin@adfam.org.uk

Website: www.adfam.org.uk [\[adfam.org.uk\]](http://adfam.org.uk), [\[adfam.org.uk\]](http://adfam.org.uk)

Al-Anon Family Groups UK & Eire

Provides understanding and support for families and friends affected by someone else's drinking. Alateen offers support for young people affected by another person's alcohol use.

Helpline (UK): 0800 0086 811

Helpline (Ireland): 01 873 2699

Available: 10:00am to 10:00pm, 365 days a year

Address: 57B Great Suffolk Street, London SE1 0BB

Office: 020 7593 2070

Website: www.al-anonuk.org.uk [\[al-anonuk.org.uk\]](http://al-anonuk.org.uk)

Alcohol Change UK

A leading UK charity working to reduce alcohol harm through research, policy development, public campaigns, information and support.

Website: www.alcoholchange.org.uk

Alcohol Change UK was formed from the merger of Alcohol Concern and Alcohol Research UK. [\[alcoholchange.org.uk\]](http://alcoholchange.org.uk), [\[alcoholchange.org.uk\]](http://alcoholchange.org.uk)

Alcoholics Anonymous (AA)

A worldwide fellowship of people who support one another in recovering from alcohol dependence.

National Helpline: 0800 917 7650

Email: help@aamail.org

Address: PO Box 1, 10 Toft Green, York YO1 7NJ

Website: www.alcoholics-anonymous.org.uk [\[alcoholics...ous.org.uk\]](http://alcoholics...ous.org.uk),
[\[alcoholics...ous.org.uk\]](http://alcoholics...ous.org.uk)

Re-Solv

The national charity dedicated to preventing solvent and volatile substance misuse.

Telephone: 01785 817885

Text/WhatsApp: 07496 959930

Email: info@re-solv.org

Website: www.re-solv.org

Address: Philanthropy House, Priestly Court, Staffordshire Technology Park, Stafford ST18 0LQ [\[re-solv.org\]](http://re-solv.org), [\[staffordsh...nects.info\]](http://staffordsh...nects.info)

National Helplines

Drinkline

The national alcohol helpline providing confidential advice and information.

Telephone: 0300 123 1110

FRANK

Confidential information and advice about drugs and substance misuse.

Telephone: 0300 123 6600

Text: 82111

Website: www.talktofrank.com

Useful Websites

Adfam

Support for families affected by substance use. Website: www.adfam.org.uk [adfam.org.uk]

Alcohol Change UK

Information, support, campaigns and resources relating to alcohol harm. Website: www.alcoholchange.org.uk [alcoholchange.org.uk], [alcoholchange.org.uk]

Safe in East Sussex

Information about local support services, community safety, and drug and alcohol support services in East Sussex. Website: www.safeineastsussex.org.uk [safeineast...sex.org.uk], [safeineast...sex.org.uk]

Talk to FRANK

Confidential information and advice about drugs. Website: www.talktofrank.com

Cocaine Anonymous UK

Support for individuals experiencing problems with cocaine, crack cocaine, or other mind-altering substances.

Website: www.cocaineanonymous.org.uk

Free Helpline: 0800 612 0225

Local Support

East Sussex Under 25s Substance Misuse Service

Free, confidential support for children, young people and young adults affected by alcohol or drug use.

Address:

5th Floor, St Mary's House
St Leonards Road
Eastbourne
East Sussex BN21 3UU

Telephone: 01323 464404

Email: under25ssms.duty@eastsussex.gov.uk

Website: www.eastsussex.gov.uk/children-families/young-people/safety-welfare/drugs-alcohol/ [\[nhs.uk\]](http://nhs.uk), [\[eastsussex.gov.uk\]](http://eastsussex.gov.uk), [\[advicefind...2us.org.uk\]](http://advicefind...2us.org.uk)

Opening Hours:

- Monday to Thursday: 9:00am to 5:00pm
- Friday: 9:00am to 4:30pm [\[nhs.uk\]](http://nhs.uk), [\[eastsussex.gov.uk\]](http://eastsussex.gov.uk)

Appendix 2

The context of the policy and its relationship to other policies

This policy links with a number of other school policies, practices and action plans including (but not only):

Relationship and Engagement Policy (previously Behaviour for Learning policy)

Complaints policy and procedure

Child Protection and Safeguarding Policy

Data Protection policy

Online safety policy

Health and Safety Policy

Visiting Speakers Policy

Supporting Pupils with Medical Conditions

Suspension Policy

Appendix 3

Definitions and terminology

A drug is any substance which, when taken into the body affects the chemical composition of the body and how it functions. It therefore includes:

- Legally controlled substances such as caffeine, alcohol, tobacco and solvents
- Substances sold over the counter or prescribed for specific purposes such as painkillers, tranquillisers and steroids
- Illegal substances such as cannabis, ecstasy, amphetamines and heroin
- New psychoactive substances (legal highs).

NB. These are just some examples and some drugs will fit into more than one category. A drug-related situation is one where there is suspicion, disclosure or observation of the use of unauthorised drugs or the discovery of unauthorised drugs or drug-related paraphernalia.