



‘Building Resilience for Future Success’

Smoking, Alcohol, Substance Abuse and Drugs Policy

Date Policy Ratified/Agreed	September 2026
Date for Review	September 2027
People Involved in writing this policy	Carli Willis
Consultation Process (<i>if needed</i>)	

1.Context

Ancora House School is a split site school. Both the premises, one on the Countess of Chester Health Park and the other at Castle Park, Frodsham are designated 'No Smoking' sites.

This policy outlines our school's approach to smoking and smoking cessation and aims to support the existing policies issued by Frodsham Town Council and Cheshire and Wirral Partnership Trust.

NOTE: This policy refers to smoking as including electronic cigarettes and vaping cigarettes.

2. Introduction

Ancora House School believes that the possession and use of drugs is wholly unacceptable and is committed to the health and safety of all the school community and will take action to safeguard their wellbeing. The school acknowledges the importance of its pastoral role in the welfare of all its students and the need to be aware of and sensitive to the fact that some students may be living with parents/carers with a history of a drug abuse as well as its duty to inform and educate students regarding the consequences of drug use.

3. Definition of a drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to illegal substances and also legal substances such as: alcohol, tobacco, volatile substances, over the counter or prescription medicines and new psychoactive substances including what are known as 'legal high' substances. By Drugs Paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

3.1 Illegal drugs and psychoactive substances on school premises

School premises includes the buildings, the surrounding park, transport to get to and from school and any venue managed by the school at the time e.g. premises of a school trip or visit.

No illegal drugs, psychoactive substances or Drugs Paraphernalia are allowed to be brought to, or used on school premises and doing so is considered a serious breach of the school behaviour policy. Seeking to influence or glamorise illegal drug use or the use of psychoactive substances either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy. Any reference to drugs includes substances that are illegal to possess or supply or come under the legal definition of a controlled drug.

3.2 Drug-Related Incidents

A drug-related incident may be any of the following, whether on school premises, travelling to or from school, school trips or when an individual is otherwise identifiable with the school:

- Finding drugs, or related drug paraphernalia
- Possession, or being in control, of drugs or drug paraphernalia by an individual

- Use, or being under the influence of drugs
- The supply, offer to supply or involvement in supply of drugs to another
- Hiding drugs in or around the school premises for later collection (by themselves or by others)
- Glamorising or encouraging the use of drugs and other substances

3.3 Dealing with drug-related incidents

Where students are suspected of being involved in a drug-related incident the situation should be reported immediately to the appropriate member of the Senior Leadership Team.

Staff must:

- Know and understand the School's procedures for managing drug incidents
- Isolate the student(s) from other students
- Inform the Headteacher or a member of the Senior Leadership Team immediately
- Take a photograph of the substances if possible
- Remove the substance for possible later collection, testing and disposal by the Police (if appropriate)

Where possession is suspected, students may be asked to empty their pockets or bags which may be searched by senior members of staff with another staff witness. The school will follow the latest searching, screening and confiscation guidance when undertaking any investigation.

Staff will not guarantee confidentiality to a student disclosing any drug related information be that possession, supply or use.

The school may inform the Police of any controlled drug-related incident.

4. Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Please refer to our Supporting Learners with Medical Conditions.

5. Alcohol

No alcohol may be brought on to school premises or consumed during the course of a school day. Anyone (staff, students, parents, carers and visitors) under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents / carers will be asked to remove their children from the school and will be encouraged to seek immediate medical support. Possession or consumption of alcohol in school is considered a serious breach of the school behaviour policy.

6. Smoking

6.1 Learners at Ancora House School

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials or nicotine products, including matches and lighters. In the UK, it is illegal for

anyone to sell nicotine products to under 18s, including vapes. It is also illegal for anyone to buy nicotine products to give to anyone under 18. Should a student be found in possession of any of these, including vapes and electronic cigarettes, on school premises, they will be confiscated and we will dispose of it. We will also notify their parent/carer that we have done this.

- If a young person is found smoking or vaping on site, their parent/carer will be called and asked to come into school for a meeting to ensure that it does not happen again and to look at the support the young person may need around this.
- If a young person is found smoking or vaping on site more than once, the young person will have an internal exclusion where they will complete supportive work around this issue.
- Repeated smoking or vaping could lead to an external exclusion if this was felt to be appropriate.

Smoking among pupils on school visits or trips is not permitted.

6.2 Whole School Smoking Ban

This Smoking Policy does not allow any smoking within the boundaries of the school site at any time, by anyone – employees, parents or visitors, under any circumstances. Smoking constitutes a fire risk and is a proven hazard to the health of employees, both smokers and non-smokers, through passive smoking.

It is responsibility of the Headteacher or her representative(s) to enforce the policy at all times and to advise employees and ensure that visitors to the site comply with these arrangements.

Any contractor employed on site are made aware of the ban before work is undertaken.

Smoking is not be permitted by any group hiring the school premises for functions or regular lettings and is written into the hire agreement.

6.3 Support for employees

The Governing Body recognises that staff who smoke may need support either to give up smoking or help control their smoking. The School makes available to employees the NHS smoking helpline number to get free advice and for information on the nearest Stop Smoking Service. Staff finding it particularly difficult to adhere to this Smoking Policy are advised to seek assistance from an Occupational Health Advisor.

- Staff are not allowed to smoke in the presence/sight of pupils or parents/carers. *This includes trips outside of school hours.*
- Staff are not allowed to smoke on school premises.
- All new and prospective employees to be advised of the restrictions and rules regarding smoking at work through the interview and induction process.
- It is anticipated that all employees will comply with the Smoking Policy. In circumstances where there is wilful contravention of the Smoking Policy, steps may be taken to invoke disciplinary procedures.
- The school Smoking Policy applies to all social events held at the school. When events are booked, individuals to be made aware of the Smoking Policy.

7. Parents

Parents are informed of this Smoking Policy and any changes through newsletters and other forms of communication.

8. Review

The School Smoking Policy will be monitored by the School's Senior Management Team in consultation with staff and the governing body.