Pupil Drugs, Alcohol and Substance Misuse Policy

2026–2027 | Prevention, safeguar ing and appropriate response

Policy owner	Headteacher
Headteacher	Mrs Melissa Lawrenson
Designated Safeguarding Lead	Mrs J Lloyd
Chair of Governors	Mr Paul Willerton
Policy date / effective from	November 2026 (following approval)
Approved by governors	Approved
Date approved	24.11.2026
Review frequency	Every two years, or sooner following an incident or change in guidance
Next scheduled review	November 2027

1. Purpose

Eaves Primary School is committed to keeping children safe and helping them make healthy, informed choices. This policy sets out our approach to age-appropriate drugs and alcohol education, prevention, and responding sensitively and consistently to concerns or incidents. It is a non-statutory policy that supports our safeguarding and behaviour arrangements.

2. Scope and definitions

This policy applies to pupils during the school day, on school premises, at school clubs and on educational visits. For this policy, substances include alcohol, illegal drugs, solvents and other intoxicating substances, tobacco, cigarettes, e-cigarettes and vapes, and medicines where they are used or shared improperly. Prescribed and over-the-counter medicines used correctly are managed under the school's Supporting Pupils with Medical Conditions arrangements.

3. Education and prevention

Through Jigsaw PSHE, science and wider safeguarding education, children receive age-appropriate teaching about healthy choices, medicines, harmful substances, peer pressure, seeking help and trusted adults. Teaching is factual, sensitive and appropriate to pupils' ages and needs. Staff respond to questions without judgement and know when a disclosure requires safeguarding follow-up.

4. Expectations for pupils and adults

Pupils must not bring, use, share or supply alcohol, illegal drugs, tobacco products, vapes or other prohibited substances at school or on school activities. Adults must not smoke or vape on the school site or use intoxicating substances while responsible for pupils. Staff must follow the school's medicines procedures and never allow pupils to share medication.

5. Responding to a concern or incident

The immediate priority is the child's safety. Staff will remain calm, supervise the pupil, seek first aid or emergency medical assistance where needed, and inform the Headteacher and Designated Safeguarding Lead (DSL) promptly. Staff must not taste, smell closely or attempt to identify an unknown substance. Any substance

or item found will be secured safely, with minimal handling, while advice is sought. The Headteacher/DSL will decide on next steps, including whether police, health services or children's social care should be contacted. Staff must not conduct an intimate search; any search or confiscation must follow the school's behaviour policy and current DfE guidance.

6. Safeguarding, recording and family contact

Concerns, disclosures and actions will be recorded factually and promptly on CPOMS, in line with safeguarding procedures. The DSL will consider the child's circumstances, possible exploitation, neglect, exposure to substance misuse at home and any additional vulnerabilities. Parents/carers will normally be contacted as soon as appropriate, unless doing so could increase risk to the child or compromise safeguarding action. Information will be shared only with those who need to know.

7. Support, behaviour and inclusion

Any response will be proportionate to the child's age, understanding, SEND and individual circumstances. The school will combine clear expectations with pastoral support, education and safeguarding referrals where appropriate. A pupil who has disclosed a concern or needs help will be listened to without stigma. Behaviour consequences, where appropriate, will follow the school's Behaviour Policy and will not replace safeguarding action.

8. Medicines and accidental exposure

Medicines required in school are administered and stored in accordance with the Supporting Pupils with Medical Conditions Policy and individual healthcare plans where relevant. If a pupil may have swallowed, inhaled or been exposed to an unknown or harmful substance, staff will seek urgent medical advice and follow emergency procedures. Staff will not induce vomiting or give food or drink unless advised by a medical professional.

9. Roles and responsibilities

The Headteacher oversees implementation, incident decisions and communication. The DSL leads safeguarding assessment, recording and referrals. Staff deliver appropriate education, maintain vigilance and report concerns promptly. Governors provide oversight through existing safeguarding and policy review arrangements. Families are encouraged to discuss concerns with school at an early stage.

10. Monitoring and review

The Headteacher and DSL will review incidents and relevant safeguarding themes to identify any changes needed to teaching, supervision or procedures. This policy will be reviewed every two years, with an earlier review following a significant incident or changes to legislation or guidance.