

# Substances Policy

## **Aims:**

- To ensure the safety of all pupils in the school
- To ensure the safety of the buildings in the school

## **Pupils are not allowed to bring the following into school:**

- The following substances are not allowed on the school premises:  
Alcohol  
Any tobacco products  
Any drugs, other than medication previously agreed with parents as being essential for the well-being of the child  
Any other harmful substances

## **Action:**

- On finding alcohol and/or tobacco products, or any other harmful substance, parents will be immediately informed and the procedures (1) below will be followed
- On finding any other illegal or suspicious substances both parents and the police will be informed and the school's procedures (2) below will be followed.

## **Action on the event of any banned substance being found:**

1. On the discovery of alcohol or a tobacco substance in the school:
  - i) If a pupil has been caught in the possession of alcohol or tobacco products in the school but not caught using them the products will be confiscated, the parents invited in to discuss the situation and a record kept on the child's file
  - ii) If the pupil is caught for the second time, or caught using the alcohol/tobacco product the parents will be invited in to see the Head and a fixed exclusion period of two days will be given. In addition a behaviour contract will be drawn up and signed by parents, pupil and the Head with copies distributed to each and a copy placed in the child's file
  - iii) Should a further incident occur, a further fixed exclusion period of 5 working days will be given and a record placed in the child's file
  - iv) Any further infringement will result in permanent exclusion from the school
  - v) Stage (ii) as mentioned above will immediately come into force for any pupil caught smoking inside a school building. This is because of the nature of the buildings and the seriousness of the incident with reference to fire regulations
2. Presence of an illegal substance in the school:
  - i) An immediate exclusion period of one week will be enforced and a record kept permanently on the child's file

- ii) Any further incident involving drugs will result in immediate permanent exclusion from the school

Approved by the Governors  
3<sup>rd</sup> November 2003