



The Chalfonts Community College

Success is an Attitude!

Substance Abuse Policy

Last Reviewed on:	September 2026
New Review due:	September 2028

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Substance Abuse Policy

1. Definitions and jurisdiction

This policy covers all legal and illegal drugs, including (but not limited to) alcohol, cigarettes, tobacco, e-cigarettes, nicotine, vapes, volatile substances, certain permanent ink markers, all forms of medicines, pain killers whether prescribed or bought over the counter. It also applies to glue, aerosol sprays, and other substances where they are used as intoxicants. Involvement in the abuse of any such substances constitutes “involvement in drug related activity”.

By drugs paraphernalia we mean any item that is used in the supply or consumption of drugs, including (but not limited to) cannabis grinders, rolling papers, filters, matches, lighters and pipes etc.

Any prescribed medicines to be taken in school need to be left in the Medical room, except for inhalers and epi-pens, which should be carried by the student. Spares of these will be kept in the Medical room for emergency use only.

This policy applies to students who are thought to have the above banned items on them, students who are thought to be under the influence, and students whom investigations show have engaged in drug-related activities under the school's jurisdiction.

The school has jurisdiction to apply this policy in the following circumstances:

- on school premises
- in the local area around the school as students are making their way to school or home
- when it involves any member of the school community during school hours (this includes 6th form students who remain subject to school jurisdiction if offsite during free periods) whilst students are on visits and trips, at school events and other occasions related to the school
- on any occasions when the students are the responsibility of staff
- when students are travelling to and from school
- any time that students are in uniform

2. Aims and objectives

The Chalfonts Community College is committed to:

- Minimising the number of students who experiment with or abuse substances.
- Minimising harm amongst those who, despite our best efforts, decide to experiment or abuse.

In particular we are seeking the following outcomes. That all students will:

- Have a good understanding of the health risks associated with specific substances
- Have a good understanding of the legal risks associated with specific substances
- Have a good understanding of the disciplinary implications of possession or abuse on the school site
- Have a good understanding of the social implications of widespread substance abuse
- Be better placed to resist peer pressure relating to abuse and experimentation

And, where relevant, that students who have been identified as having engaged in substance misuse, that these students will:

- Receive the support that they need in order to minimise the harm of this misuse, and to reduce and then stop their substance misuse.

3. Preventative work in school

There are a number of ways in which The Chalfonts Community College seek to prevent our students from engaging in substance misuse.

Education for all students

The main vehicle for supporting students to develop relevant knowledge, skills and attitudes will be our Personal Development Programme. This includes

- PSHE work done in Personal Development lessons
- Assemblies from Year Leaders and other staff
- Other projects and activities, for example workshops from external providers, theatre productions on issues around substance misuse, etc

Education and support for individuals who are at risk

Some students may be identified as being at particular risk of involvement in substance misuse. This may be because they have made a disclosure to staff, been reported by other students, or been disciplined in school for activities relating to substance misuse.

All staff are responsible for logging safeguarding concerns, which includes concerns around substance misuse.

The safeguarding team is responsible for identifying students who would benefit from additional intervention. Year Leaders and Pastoral staff will work closely with them in this regard.

Additional intervention will be provided based on the needs of the students, and staff's professional judgement about what will be most effective for an individual student. It could include: mentoring from school staff, referral to outside agencies that work with students on substance misuse issues, or other similar support.

The use of Drugs Detection Dogs

The Chalfonts Community College will make use of Drugs Detection Dogs (from an appropriately experienced agency) to support us in ensuring that our school is a substance free community. This process will be led by the School's DSL as a key part of our work safeguarding students from the harms of substance misuse.

The following will be adhered to:

- Assemblies will be run for students explaining how the drugs detection dogs will operate in school each school year that their use is planned.
- Parents will be written to at a similar time to the information assemblies, explaining how the drugs detection dogs will operate.
- Drugs detection dogs will be used to check particular areas in school where there are concerns about potential substance misuse.
- Drugs detection dogs will be used to do random checks on classes or year groups – they will not be used to target individuals who have had previous drug involvement or about whom staff have suspicions. School staff may decide to have more random checks in year groups where staff believe there is a higher incidence of substance misuse.
- If the drugs detection dogs do indicate that a student may have some involvement with drugs, we will then follow our policies below as regards searching, contacting parents, disciplinary next steps, informing the police and referring to external agencies.

4. Substance misuse in school

Students are absolutely forbidden to engage in any drug related activity whilst under the jurisdiction of the school.

The following will be considered a serious breach of the behaviour policy:

- Being in possession of any of the substances referred to in section 1 above while under the jurisdiction of the school
- Hiding or storing any of the substances referred to in section 1 above while under the jurisdiction of the school
- Consuming any substances referred to in section 1 above while under the jurisdiction of the school
- Supplying, sharing, or attempting to supply or share any substances referred to in section 1 above while under the jurisdiction of the school, in person or using electronic communication/social media
- Helping another student to purchase or acquire any substances referred to in section 1 above while under the jurisdiction of the school, in person or using electronic communication/social media
- Purchasing or attempting to purchase any substances referred to in section 1 above while under the jurisdiction of the school, in person or using electronic communication/social media
- Being present, supporting or encouraging other students who are engaging in any of the activities above while under the jurisdiction of the school, e.g. truanting lessons or leaving the school site with students who are engaging in these activities
- Engaging in any other drug related activity while under the jurisdiction of the school

Any of these acts, which are all serious breaches of the behaviour policy, will be sanctioned as per our Behaviour Policy, and are likely to result in suspension or permanent exclusion.

5. Dealing with a suspected drugs related incident

If there is a concern that a student is under the influence of drugs in school:

- The student will be seen urgently by a medical member of staff.
- If the student is thought to be under the influence, they will be sent home on medical grounds – parents will be informed and asked to collect the student. If there are serious concerns about the welfare of the student they may be taken to A&E, or parents may be asked to follow up with their GP or other provider.
- Relevant steps from the approach below may also be taken – e.g. a search, investigation, follow up sanctions and support.

- A student who is suspected to be under the influence will not be asked to make a statement about the incident while potentially under the influence. This will be done at a later time, or on a later day, depending on the level of potential intoxication.

If there is a concern that a student is in possession of any of the substances in section 1 above:

The student will be taken out of class and a search will be conducted if there is reasonable cause for suspicion that they may be in possession of a banned item.

- Two members of staff will be present, at least one of whom will be a member of the SLT, “Year Leaders”, or Safeguarding Team.
- On an off-site activity, the Group Leader is authorized to search students at the location in place of the SLT/DSL.
- Staff conducting the search will ask students if they have anything on them that they should not have.
- Students will be asked to take off their coat, blazer, jumper, or other outer-wear so that the pockets can be searched.
- Students will be asked to empty their trouser pockets and turn them inside out to show that they are empty.
- Students will be asked to empty the contents of their bag.
- Staff conducting the search will make a written statement as soon as practically possible after the search on Cpoms.
- Should a student decline to participate in a search, parents and/or the police may be contacted to support this. Students can be restricted to one room while awaiting a parent or the police, to ensure their safety and the safety of others.
- Any banned items that are discovered in a search will be confiscated and disposed of.
- For illegal items, the police will be contacted and the items will be disposed of in accordance with police advice.
- Items that the police would not attend for, such as cigarette papers, will be disposed of in school.
- Parents will be notified of what items have been found and how they have been disposed of.

- Relevant steps from the approach below may also be taken e.g. an investigation, follow up sanctions and support.

If there is a concern that students have engaged in any of the activities above:

- The Year Leader or a member of SLT will lead an investigation into whether these activities have taken place.
- The student will be asked to write a statement about their involvement. We will not take a statement from a child if we believe there is a chance that they are currently under the influence – students will be sent home, and asked to return and make their statement when in an appropriate state to do so.
- The student may also be interviewed by the Year Leader, a member of SLT or the Principal following giving a statement, in order to clarify certain points or issues. Parents may be invited to support their child during this interview, but if parents are not available this will not be a reason for the school to delay undertaking an investigation.
- The Year Leader or SLT leading the investigation may seek to gain further information from school CCTV cameras, statements from students or staff who have witnessed behaviour.
- The Year Leader or SLT leading the investigation may ask students to share the contents of their phones if they suspect that phones have been used to discuss any of the activities outlined above. If students decline to share the contents of their phone parents and/or the police may be contacted to support with this.

Taking the decision as to an appropriate sanction:

- The decision as to whether to suspend or permanently exclude is the responsibility of the Principal.
- The Principal will consider all the evidence gathered from the steps above, and apply the behaviour policy in order to take this decision.
- Drugs related incidences involve a serious breach of the behaviour policy, and the Principal will consider the use of Suspension or Permanent Exclusion as per our behaviour policy.

Further support following a drug related incident:

The school may choose to use any or all of the following support mechanisms to ensure that students who have been involved in drug related incidents are helped to reduce and then stop any substance misuse related behaviour.

- A referral to external agencies (such as SWITCH Bucks) who can work with the student one-to-one
- Support from a trusted member of staff (such as the tutor, pastoral or learning support staff)
- A referral to the school counselling team or to CAMHS
- A drugs contract, agreed between the student, their family and the school (see appendix)
- Sharing of information with the School Police Liaison Officer
- A referral to social care or family support services

6. Smoking and Vaping

The Chalfonts Community College is a no smoking site and has a zero tolerance attitude to smoking and vaping.

Any student found smoking or vaping or in the company of smokers/vapers will be sanctioned in accordance with our Behaviour policy, and referred to our Safeguarding team who will offer support.

Repeated offences will be deemed as persistent behaviour and may lead to more serious sanctions, and in extreme cases, could warrant permanent exclusion.

Appendix 1 – Agreement following a suspension/sanction for a substance misuse incident

Substance Misuse Notice

Date of meeting:	
Present in meeting:	

We have discussed:

- **The school rules involving substance misuse:**
 - It is a serious breach of our behaviour policy to be involved in any substance misuse (this includes drugs, alcohol, tobacco, nicotine, vapes, and medicines unless prescribed)...
 - ...in school or in the vicinity of the school (this includes in the school building, and also any time you are in your uniform, if you are on the way to or from school, if you are on school transport, or on a school trip)
 - ...this includes taking any substance yourself in school, bringing any substance into school, providing a substance to others, helping others use or get hold of any substance
 - **Our behaviour policy says that substance misuse can lead to permanent exclusion.**

- **The incident/s involving substance misuse that you have been involved in:**
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 -
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- **Why this is a problem**
 - you could hurt yourself or someone else
 - you could make other people feel worried or unsafe at school
 - you could end up getting into difficulties with the police

- **If there are any reasons that explain why you have been involved in substance misuse. You said:**
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- **The support we are going to offer you to help you manage your substance misuse (delete as appropriate). We discussed that you need to commit to engaging with this properly.**
 - Counselling
 - Referral to substance misuse support agencies
 - Other:

- **What could happen if there is any further substance misuse:**
 - You may be suspended or permanently excluded.
 - We will consider whether you need to be on a Pastoral Support Plan
 - We will consider whether we need to arrange a managed move to another school for you, or direct you offsite for a period of time to another school or setting.

Student signature:	Parent/carer signature:	School signature:

Appendix 2 – Useful Contacts

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services.

Tel: 020 3817 9410 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Change uk works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 3907 8480 Email: contact@alcoholchange.org.uk
Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7404 0242 Email: enquiries@ash.org.uk Website: [Action on Smoking and Health \(ASH\)](http://Action on Smoking and Health (ASH))

Childline 0800 11 11 11

Free 24 hour helpline for children or young people in trouble or danger

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 714 650 (general queries only) Email: info@coramclc.org.uk Website: www.childrenslegalcentre.com

Drinkaware - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7766 9900 Website: www.drinkaware.co.uk

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0300 123 1110 (lines are open 24 hours a day)

Drug Abuse in family

[www.YoungCarers.net/Drug Abuse](http://www.YoungCarers.net/Drug%20Abuse)

Under 18 and in need of support caring for someone abusing drugs or alcohol

Drug Helpline

www.drugline.org

Confidential helpline for users, friends and relatives

Drugwise is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugwise.org.uk

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 Hour Helpline: 0300 123 6600 Email: frank@talktofrank.com Website: www.talktofrank.com

Families Anonymous 0845 1200 660 www.famanon.org.uk

This is a support group for parents of drug users.

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0808 800 2222 Website: www.familylives.org.uk

Parents Against Drug Abuse (PADA)

08457 023 867

admin@pada.org.uk

Supports parents of drug users

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people.

Text: 07496 959930 Information line: 01785 810762. Email: info@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0300 123 1044; Website:

<https://www.nhs.uk/smokefree>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.childrenssociety.org.uk

SWITCH Bucks - Switch is an alcohol and drug service working with young people across Buckinghamshire. Switch offers support and information and helps young people to develop life skills to make healthy choices around their alcohol and drug use, choices which are important to them.

Switch also provides support and information for the families and carers of young people who are struggling with substance misuse.

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>

Young Minds

0800 018 2138

Free confidential helpline providing information and advice for any adult with concerns about mental health of a young person

History

Date	Issue	Status	Comments
May 22	1		
May 23	2		Changes made: Section 1 changed to be key terms and jurisdiction – jurisdiction points from below moved into this section Section 3 changed to be “preventative work in school” – previously this was education, this section now includes education, and also drugs dogs Section 4 – clarification of the various acts which would constitute a serious breach of the behaviour policy, clear explanation that serious breach can lead to permanent exclusion Section 5 – previous sections on substance misuse, illegal substances, searching, and disposal combined – new structure explains the approach to be followed in different scenarios - emphasises importance of medical care and safeguarding for students under the influence; more information on the necessary steps in a search; clearer links to the behaviour policy; more information about support to be put in place after an incident Smoking section updated to include Vaping, and to include referral to safeguarding for support Alcohol section taken out – dealt with in the same way as illegal drugs, as per new section 5 above, with emphasis on safety and then investigation and sanction/support. Useful contacts section moved into appendices Appendices - separate drugs/alcohol agreements removed – the text was the same, so now there is one contract with substance misuse in the title; contract amended so that it can be used following any sanction/incident not just suspension; section included for parent to sign; support bullet point updated to include any support the school identifies as necessary
August 2024	3	Update New Section Change 5.3. Update	Jurisdiction to include Student in uniform and local area Detection Dogs Education and support for individuals who are at risk Students and statements Detection Dogs
July 2025	4	Update Addition	Include Nicotine Substance Misuse Notice New date / new format

Septem ber 2026	5	Update	Date change