



# THE KING'S SCHOOL

GRANTHAM

## Smoking, Alcohol and the Misuse of Drugs and Other Substances

### Contents

1. Aims .....	2
2. Scope and application .....	2
3. Regulatory framework .....	3
4. Publication and availability .....	3
5. Definitions.....	4
6. Responsibility statement and allocation of tasks .....	4
7. Smoking policy.....	5
8. Prohibitions on smoking, alcohol, drugs and other substances.....	5
9. Education and instruction.....	6
10. Advice and assistance .....	6
11. Child protection and risk assessment.....	7
12. Investigation.....	7
13. Searches for tobacco, alcohol, drugs and other substances .....	7
14. Testing .....	7
15. Consent to testing .....	7
16. Police involvement .....	7
17. Sanctions.....	8
18. Training.....	8
19. Records management .....	8
20. Version control.....	9

### Appendix

1. Testing for alcohol.....	10
Testing for drugs.....	11
Supportive regime .....	12
Declaration of Parents / education guardian.....	13

## **1. Aims**

- 1.1. This is the policy on smoking, alcohol and the misuse of drugs and other substances of The King's School, Grantham (Academy).
- 1.2. The aims of this policy are as follows:
  - 1.2.1. to promote safety, welfare and good physical and mental health;
  - 1.2.2. to increase understanding about the implications and possible consequences of use and misuse of tobacco, alcohol, drugs and other substances;
  - 1.2.3. to prevent smoking and the misuse of tobacco, alcohol, drugs and other substances in and out of the Academy;
  - 1.2.4. to reduce the risk of alcohol drug and other substances related misconduct in and out of the Academy;
  - 1.2.5. to maintain a smoke-free environment where smoking (as defined below) is prohibited and keep unauthorised tobacco, alcohol, drugs and other substances out of the Academy;
  - 1.2.6. to actively promote the rule of law; and
  - 1.2.7. to promote an Academy culture where high standards of behaviour pervade all aspects of school life, where pupils can learn in a calm, safe and supportive environment.
- 1.3. This policy forms part of the Academy's whole school approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

## **2. Scope and application**

- 2.1. This policy applies to the whole Academy.
- 2.2. This policy applies to all pupils at the Academy and at all times when a pupil is:
  - 2.2.1. in or at the Academy (to include any period of remote education);
  - 2.2.2. representing the Academy or wearing school uniform;
  - 2.2.3. travelling to or from the Academy;
  - 2.2.4. on Academy-organised trips;
  - 2.2.5. associated with the Academy at any time.
- 2.3. This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:
  - 2.3.1. affect the health, safety or well-being of a member of the Academy community or a member of the public;
  - 2.3.2. have repercussions for the orderly running of the Academy; or
  - 2.3.3. bring the Academy into disrepute. It may therefore apply to parties outside of the school or conduct in the holidays.
- 2.4. This policy applies to the:
  - 2.4.1. possession (as defined below);
  - 2.4.2. use / consumption (as defined below);
  - 2.4.3. supply (as defined below);of tobacco, alcohol, drugs and other substances (as defined below), whether or not the activity may constitute a criminal offence.

### 3. Regulatory framework

- 3.1. This policy has been prepared to meet the Academy's responsibilities under the:
  - 3.1.1. Education (Independent School Standards) Regulations 2014;
  - 3.1.2. Education and Skills Act 2008;
  - 3.1.3. Children Act 1989;
  - 3.1.4. Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) as amended by the Data (Use and Access) Act 2025; and
  - 3.1.5. Equality Act 2010;
  - 3.1.6. Children and Social Work Act 2017;
  - 3.1.7. Smoke-free (Premises and Enforcement) Regulations 2006; and
  - 3.1.8. The Relationships Education, Sex and Relationships Education and Health Education (England) Regulations 2019
- 3.2. This policy has regard to the following guidance and advice:
  - 3.2.1. [Keeping children safe in education](#) (DfE, September 2025) (**KCSIE**);
  - 3.2.2. [Behaviour in Schools: Advice for headteachers and school staff](#) (DfE, February 2024);
  - 3.2.3. [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) (DfE, August 2024) (**Exclusion Guidance**);
  - 3.2.4. [Mental health and behaviour in schools](#) (DfE, November 2018);
  - 3.2.5. [DfE and ACPO drug advice for schools](#) (Department for Education and Association of Chief Police Officers, September 2012);
  - 3.2.6. [Searching, screening and confiscation: advice for schools](#) (DfE, July 2022);
  - 3.2.7. [Drug penalties guidance](#) (Gov.uk);
  - 3.2.8. [Police and Criminal Evidence Act \(PACE\) Code C 2019](#) (Home Office, November 2020, updated December 2023).
  - 3.2.9. [Relationships education, relationships and sex education and health education statutory guidance](#) (DfE, September 2021).
- 3.3. The following Academy policies, procedures and resource materials are relevant to this policy:
  - 3.3.1. Behaviour and Discipline Policy;
  - 3.3.2. Safeguarding and Child Protection Policy and procedures;
  - 3.3.3. Special Educational Needs and Disability Policy;
  - 3.3.4. Relationships and Sex Education policy;
  - 3.3.5. Curriculum policy;
  - 3.3.6. Use of Reasonable Force and Physical Restraint Policy;
  - 3.3.7. Staff code of conduct; and
  - 3.3.8. Administration of Medicines and Supporting Pupils with Medical Conditions Policy.

### 4. Publication and availability

- 4.1. This policy is published on the Academy's website.
- 4.2. This policy is available in hard copy on request.
- 4.3. A copy of the policy is available for inspection from the PA to the Head during the school day.

4.4. This policy can be made available in large print or another accessible format if required.

## 5. Definitions

5.1. Where the following words or phrases are used in this policy:

- 5.1.1. References to the **Proprietor** are references to the King's School, the Academy Trust.
- 5.1.2. **Alcohol** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).
- 5.1.3. **Biological sample** means a sample of breath, saliva, hair or urine provided by pupil in accordance with the procedures set out in this policy.
- 5.1.4. **DSL** means the Academy's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- 5.1.5. **Drugs and other substances:** for the purpose of this policy these terms mean controlled drugs; psychoactive substances; substances intended to resemble drugs and/or the paraphernalia of drugs, such as (without limitation) any equipment, product or accessory intended or modified for making, using or concealing drugs; "legal" drugs i.e. those which can be obtained from a chemist shop; performance enhancing drugs; anabolic steroids; glue and other substances held or supplied in each case for purposes of inhalation and/or misuse.
- 5.1.6. References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).
- 5.1.7. References to **school days** mean Monday to Friday when the Academy is open to pupils during term time. The dates of terms are published on the Academy's website
- 5.1.8. **Tobacco** means any tobacco-related product and / or paraphernalia including cigarettes, cigars and pipes and any other smoking related products such as tobacco and cigarette papers nicotine and nicotine substitutes.
- 5.1.9. **Smoking** means smoking tobacco or anything containing tobacco or smoking any other substance in a form in which it could be smoked. For the purpose of this policy, smoking also refers to the smoking or vaping of e-cigarettes, cig-a-likes, or electronic vaporisers.
- 5.1.10. **Possession** means any items over which the pupil has or appears to have control – this includes clothing, desks, lockers and bags.
- 5.1.11. **Supply** means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing. It also includes the promotion / advertisement of supply.
- 5.1.12. **Use** means the taking / consumption of tobacco, alcohol, drugs or other substances.
- 5.1.13. **Misuse** means the unauthorised taking / consumption of tobacco, alcohol, drugs or substance through which harm could occur and / or is in breach of the Academy's Behaviour policy and / or the law.
- 5.1.14. **Substance abuse** means alcohol consumption or drug / substance taking which harms health and may be part of a wider spectrum of problematic or harmful behaviour.

## 6. Responsibility statement and allocation of tasks

- 6.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2. The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under S.149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:
  - 6.2.1. eliminate discrimination, harassment, victimisation and other conduct that is prohibited by the Act;
  - 6.2.2. advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

- 6.2.3. foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- 6.3. To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice.	The Head	As a minimum annually, ideally termly and as required
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness.	The Deputy Head	As a minimum annually, ideally termly and as required
Monitoring the Academy's data protection compliance in relation to the implementation of this policy.	Data Protection Officer.	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the Academy's processes under the policy.	The Deputy Head	As a minimum annually, ideally termly and as required
Formal annual review	Proprietor	As required, and at least annually
Overall responsibility for content and implementation.	Proprietor	As a minimum annually.

## 7. Smoking policy

- 7.1. The Academy operates a smoke free policy and a total smoking ban within its buildings, grounds and vehicles.
- 7.2. The total smoking ban applies to the whole Academy community including pupils, employees, volunteers, Parents, visitors, members of the public and others working in or using the Academy's premises or vehicles and in the circumstances set out in paragraph 2 of this policy.

## 8. Prohibitions on smoking, alcohol, drugs and other substances

- 8.1. Pupils are forbidden from:
- 8.1.1. smoking inside or outside Academy premises, being in possession of tobacco nicotine and nicotine substitutes, e-liquids, electronic cigarettes, cig-a-likes and/or vaporising devices while in the care of the Academy or supplying any such products to other pupils or encouraging other pupils to bring these or to smoke;
  - 8.1.2. bringing alcohol onto Academy premises or being in possession of alcohol without prior consent or obtaining or supplying alcohol to other pupils or encouraging other pupils to bring or consume alcohol , or being impaired by alcohol while on Academy premises or in the care of the Academy;
  - 8.1.3. any production, possession, use or supply of drugs and other substances;
  - 8.1.4. bringing the Academy into disrepute for any reason associated with tobacco, alcohol or drugs and other substances, whether or not the pupil is in the care of the Academy at the time.

## **8.2. Parents**

- 8.2.1. If a Parent attending Academy premises appears to be under the influence of alcohol, drugs or other substances, they will be asked to leave and the member of staff making the request should refer the matter to the Academy's DSL.
- 8.2.2. If a member of staff suspects that a Parent has driven or will drive whilst under the influence of alcohol, drugs or other substances, the member of staff should report the matter to the DSL or a member of the senior management team who may telephone the police.
- 8.2.3. If the DSL reasonably believes that a child is at immediate risk of harm from a Parent who is under the influence of alcohol, drugs or other substances, the child will not be released into the care of the Parent and the Academy's child protection procedures will be followed.

## **9. Education and instruction**

- 9.1. The education of pupils about alcohol, tobacco, drugs and other substances and their dangers forms part of the Academy's programme of relationships and sex education (RSE) and health education / personal, social and health education (PSHE) and within the framework of the overall pastoral care policy. It includes classroom teaching, group discussions and talks by experts from outside the Academy.
- 9.2. The Academy educates pupils to understand:
  - 9.2.1. the effect and risks associated with alcohol, tobacco and drugs in relation to their health and well-being and the law; and
  - 9.2.2. possible criminal offences relating to their use.
- 9.3. All members of staff receive training about alcohol, tobacco, drugs and other substances so that they are alert to the warning signs of drug misuse and can respond appropriately when pupils seek advice or assistance.
- 9.4. The Academy is alert to the potential need for early help for a child who misuses drugs or alcohol. A member of staff who has any concern about a pupil's welfare or considers that a pupil may benefit from early help, should report this to the DSL in accordance with the Academy's Safeguarding and Child Protection policy and procedures.

## **10. Advice and assistance**

- 10.1. Pupils are encouraged to discuss their anxieties about their own or others' use of alcohol, tobacco, drugs and other substances in confidence with a member of staff or another responsible adult. They will be offered support within the Academy and can also have access to information about outside agencies able to provide advice, support and assistance. Accredited counselling services can generally be recommended by the Academy to a pupil in appropriate circumstances, after consultation with their Parents.
- 10.2. Parents themselves are asked to inform the Deputy Head (Pastoral) if they have any reason to think that their child may have been involved in incidents involving the misuse of alcohol, tobacco, drugs and other substances, so that suitable advice, support and assistance can be given. If a Parent reports their child as a user of nicotine, alcohol, drugs or other substances or a pupil themselves does so and asks for help, the pupil is likely to be given at least one opportunity to reform their behaviour with appropriate support.
- 10.3. The Academy recognises that taking disciplinary action and providing appropriate support are not mutually exclusive actions. Each case will be dealt with on its own individual facts and any sanction imposed on a pupil will be legal, fair and proportionate.
- 10.4. The Academy will also consider appropriate strategies to help the pupil(s) involved in incidents involving the misuse of alcohol, tobacco, drugs or other substances understand how to improve their behaviour and meet the behaviour expectations of the Academy.

## **11. Child protection and risk assessment**

- 11.1. Where concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce those risks. If there is cause to suspect a pupil may be suffering, or likely to suffer, harm, this should be reported to the DSL in accordance with the Academy's Safeguarding policy and child protection policy and procedures.

## **12. Investigation**

- 12.1. Reports of smoking, alcohol and drugs and other substances will be investigated in line with the Academy's behaviour policy.

## **13. Searches for tobacco, alcohol, drugs and other substances**

- 13.1. Searches for tobacco, alcohol, drugs and other substances will be carried out in accordance with the Behaviour policy.

## **14. Testing**

- 14.1. A pupil suspected of using alcohol, drugs or other substances may be asked to give a biological sample. The reason for testing is to:

14.1.1. deter breaches of the Behaviour Policy;

14.1.2. identify users;

14.1.3. provide support where necessary.

- 14.2. Alcohol - See Appendix 1 for details of the testing procedure for alcohol.

- 14.3. Drugs and other substances - See Appendix 2 for details of the testing procedure for drugs and other substances.

14.3.1. Although tests are not infallible, the Academy will treat a positive test as evidence that the pupil is likely to have consumed alcohol or has used drugs or other substances, as appropriate.

## **15. Consent to testing**

- 15.1. The relevant consent to a test is that of the pupil rather than the Parent(s) provided that they are of sufficient maturity and understanding and give their informed consent in writing. Where the pupil is not deemed to have sufficient maturity or understanding or to be fit to give informed consent themselves, then consent will be sought from a Parent.

- 15.2. The member of staff leading the investigation will determine whether the pupil is able to provide this consent.

- 15.3. If a pupil / Parent refuses to provide a biological sample they will be asked to provide a reason for their decision. The Academy may take the refusal and reasons into account when deciding whether to apply a sanction in line with the Behaviour Policy.

- 15.4. Parental consent is not required for the testing, the Academy will use reasonable endeavours to notify the Parent of reasons to require a test.

## **16. Police involvement**

- 16.1. The Academy must notify the police and / or relevant agencies of actual or alleged criminal activity.

- 16.2. If the Academy suspects that a criminal offence has taken place in relation to the possession, use or supply of alcohol, drugs or other substances, then consideration will be given to reporting this to the police and the relevant local authority.

- 16.3. The DSL will take a lead role in all cases where a pupil is detained and questioned by the Police, to ensure that the pupil is supported by an appropriate adult in line with PACE Code C (Code of Practice

for the detention, treatment and questioning of persons by Police Officers). The role of the appropriate adult is to:

- 16.3.1. support, advise and assist the pupil when they are given or asked to provide information or participate in any procedure;
- 16.3.2. observe whether the police are acting properly and fairly to respect the pupil's rights and entitlements, and inform an officer of the rank of inspector or above if they consider that they are not;
- 16.3.3. assist the pupil to communicate with the police whilst respecting their right to say nothing unless they want to; and
- 16.3.4. help them to understand their rights and ensure that those rights are protected and respected.

- 16.4. If the Academy seizes a controlled drug, this must be delivered to the police as soon as possible unless there is good reason not to, and will be dealt with in accordance with the behaviour policy and the guidance [Searching, screening and confiscation in schools](#).
- 16.5. Other substances which are not believed to be controlled should also be delivered to the police, or disposed of in accordance with the guidance [Searching, screening and confiscation in schools](#).
- 16.6. The Academy will retain, dispose or destroy tobacco, alcohol, smoking equipment.<sup>1</sup>

## **17. Sanctions**

- 17.1. Where a pupil breaches any of the prohibitions set out in this policy, the Proprietor has authorised the Head to apply any sanction which is appropriate and proportionate to the breach in accordance with the Academy's Behaviour Policy.

## **18. Training**

- 18.1. The Academy ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers are alert to the warning signs of smoking, alcohol or drug misuse, understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles and respond appropriately when pupils seek advice or assistance.
- 18.2. The Academy will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a pupil who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.
- 18.3. The level and frequency of training depends on role of the individual member of staff.
- 18.4. The Academy maintains written records of all staff training.

## **19. Records management**

- 19.1. All records created are managed in accordance with the Academy's records management policies and procedures.
- 19.2. The records created in connection with this policy may contain personal data. The Academy's processing of this personal data will be in accordance with data protection law. Staff have received data protection training and guidance.
- 19.3. Any personal data will be processed in a way that is lawful, fair and transparent and retained in accordance with the Academy's Policy. The Academy has published privacy notices on its website which explain how the Academy will use personal data.

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<sup>1</sup> In accordance with the law and recommendations set out in Searching, screening and confiscation: advice for schools (DfE, July 2022)

**20. Version control**

Date of adoption of this policy	December 2018
Date of last review of this policy	November 2025
Date for next review of this policy	November 2026

## 1. Testing for alcohol

**Method of use:** Only members of staff who have received training will be authorised to administer the breathalyser. In general, they will be members of the Senior Management Team.

**Refusal:** If a pupil refuses to provide a sample of breath the pupil may be asked to supply, under medical supervision, a further biological sample for analysis in accordance with the drug testing procedures (see Appendix 2).

**Record:** A written record will be kept when a pupil is asked to take a test and its outcome will be recorded.

## 2. Testing for drugs

**Biological sample:** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or other substances, they may be asked to supply a biological sample (saliva, hair or urine) for analysis. In these circumstances instructions will be provided to parents as to how the School expects the pupil will be tested. Parents are expected to provide the testing results to the School as soon as these become available.

**Record:** A written record will be kept when a pupil is asked to take a test, and its outcome will be recorded.

## Supportive regime

<b>Full name of pupil</b>	
<b>Date</b>	
<p>I have admitted to using a drug or other substances in breach of this and the Academy's Behaviour policy.</p> <p>I agree that I am likely to benefit from advice, assistance and support in order to meet the required standards of behaviour expected of me as a pupil at the Academy</p> <p>I agree to participate in a testing regime as set out in this policy.</p> <p>The Head has also offered me [Head detail here any other advice, assistance or support which will form part of the individual package for the pupil]</p> <p>I agree to be subject to this programme and to engage positively and co-operate with the Academy about it.</p> <p>I also understand that if without good reason I fail to co-operate with this programme or if a test proves positive it is likely I will be subject of further sanctions as set out in the Behaviour policy.</p>	
<b>Signed</b>	

## Declaration of Parents / education guardian

I / We the undersigned have read the Academy's policy on Smoking, Alcohol, Drugs and Other Substances and this Appendix. For my / our part, I / we accept the Head's offer of a supportive programme for the above-named pupil, as described above.

I / We undertake to co-operate with the support programme in all respects<sup>2</sup>.

<b>Signed</b>	
<b>Full name</b>	
<b>Relationship to pupil</b>	
<b>Date</b>	

<b>Signed</b>	
<b>Full name</b>	
<b>Relationship to pupil</b>	
<b>Date</b>	

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<sup>2</sup> Under the DfE's Exclusions guidance, a pupil cannot be excluded for any action of a pupil's Parent. Therefore, if a Parent fails to co-operate with the above, a pupil must not be sanctioned because of the Parent's actions.