

## Drugs and Other Substances Policy

**Applies to:**

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupils, Parents, Guardians and Caregivers

**Availability:**

This policy is made available in the following ways:

- The School's website [www.radnor-sevenoaks.org](http://www.radnor-sevenoaks.org);
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton  
Head



Ian Davies  
Chairman of the Board of Directors

**Reviewed: September 2025**

**Next Review: September 2026**

## **1. Introduction**

- 1.1. This policy should be read in conjunction with the Radnor House Sevenoaks (the School) Behaviour Policy and its Searches: Guidance and Procedures policy. It applies to all pupils at the School.
- 1.2. The School recognises its duty of care to its pupils to promote health education, social awareness, concern for others and good standards of behaviour. The School recognises the risks to health from smoking, passive smoking, alcohol consumption and the misuse of drugs and other substances and recognises its legal duty under the Health Act 2006. It also recognises its duty of care to its pupils from the risks to health and social issues that may arise from abuse and misuse by pupils of alcohol, drugs and other substances.
- 1.3. The School aims to help all pupils to be able to take their place safely in a world where a wide range of drugs and other substances exist. Young people face growing pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. Our purpose is to do all we can to reduce these pressures, to educate pupils about the risks of involvement with drugs and to maintain an environment free from illegal drugs and from the temptation to use illegal drugs and other harmful or potentially harmful substances.
- 1.4. Drugs/substance prevention and education are a whole School issue. All staff, both teaching and support, must be aware of the School's policy and how it relates to them, should they have to deal with a drug/substance-related incident. The staff must be committed to putting into practice the School's values, ethos and aims.
- 1.5. The responsibility for the education of our pupils is shared with Parents/Guardians, and effective communication and cooperation are essential to the implementation of this policy. The School offers advice to Parents/Guardians and also hopes that Parents/Guardians will share concerns with the School should they consider their son or daughter involved in drug usage. Parents/Guardians are asked to give their wholehearted support to these aims.

## **2. Purpose**

- 2.1. It is our purpose at the School:
  - 2.1.1. To ensure compliance with the criminal law, under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes;
  - 2.1.2. To help develop in each of our pupils the moral courage to reject those parts of 'youth culture' which may be harmful to their health, integrity, independence, opportunities and respect for the law;
  - 2.1.3. To maintain the integrity of the School community, to reflect the wishes of Parents/Guardians, and to provide support and confidential counselling for those who may otherwise be tempted to take risks or experiment with illegal drugs;
  - 2.1.4. To provide a firm disciplinary framework for dealing with pupils who bring illegal drugs into School and use or tempt others to use them at or away from School premises. Pupils involved with illegal drugs in this way can expect to be asked to leave the School;
  - 2.1.5. To increase understanding of the implications and possible consequences of use and misuse, and the law;
  - 2.1.6. To provide pupils with accurate information about drugs and other harmful or potentially harmful substances and make them aware of the consequences of substance misuse, so enabling them to make informed choices by increasing knowledge, challenging attitudes and developing coping strategies;
  - 2.1.7. To actively discourage the use of illegal drugs and to treat cases of illegal drug usage by pupils as serious misconduct, which will be investigated, and which may lead to the

imposition of serious sanctions against pupils and/or permanent exclusion.

- 2.2. With this in mind, if the School has reasonable grounds for suspecting that a pupil is in possession of a prohibited item – including alcohol, vapes, illegal drugs, tobacco, snus, cigarette papers and other substances referred to in this policy – they can search the pupil, and seize any prohibited item found as a result of a search. The School can also seize any item it considers harmful or detrimental to School discipline. Searches are conducted following the advice from the Department for Education contained within their publication ‘Screening, searching and confiscation - advice for headteachers, School staff and governing bodies’, DfE 2022. [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### 3. Drugs

#### 3.1. Terminology

3.1.1. In this policy, the term ‘drugs’ refers to the possession, use, supply/dealing of controlled drugs (including illegal possession, use and supply of prescription drugs only) and the paraphernalia of drugs or substances intended to resemble drugs, or “legal” drugs/ highs which can be obtained from a chemist shop or online, performance enhancing drugs, anabolic steroids, glue and psychoactive substances and other substances held or supplied for purposes of misuse, and/or all other substances that, when abused, may damage the health, safety and welfare of a pupil. This definition also includes those who are “concerned with the supply” of drugs and other substances. See Appendix A for the Classifications of Drugs in the UK.

#### 3.2. Rationale

3.2.1. This Policy reflects the School’s values, ethos and aims, in that it seeks to educate young people and to nurture their talents and potential so that each one may become a confident, responsible and useful member of society. It also seeks to send a clear moral message to pupils that drugs are dangerous and involvement with drugs is wrong. The School considers that the use of drugs is likely to undermine a pupil’s health, safety, independence, opportunities and respect for the law. The use of drugs will also damage the integrity of the School community by exposing other pupils to temptation and to the risk of criminal proceedings. We strongly and actively discourage the use of drugs and a ‘culture’, as follows:

3.2.1.1. A continuing and progressive programme of education about drugs (including their effects and dangers, and details of the law concerning drugs) is maintained throughout the School, both as part of the PSHEE programme and as part of the academic curriculum.

3.2.1.2. No pupil (or parent) at the School may bring illegal drugs onto School premises or use them during approved School activities, e.g. sports fixtures, day and residential trips, DofE expeditions, etc. Every complaint or report of involvement with drugs and substances will be followed up on and investigated. The School reserves the right to inform the Police or any other external agency as appropriate.

3.2.1.3. A pupil found to have supplied or used or been in possession of drugs or other illegal substances is likely to be excluded permanently from the School, regardless of whether or not the pupil is about to take public examinations. If a pupil is in the company of another pupil or pupils who are caught using an illegal drug (or any substance that contravenes this policy), the School reserves the right to deal with the matter as a breach of School discipline.

3.2.1.4. If any pupil comes to a member of staff for help or advice over drugs, the School will do its best to respond sympathetically. At the same time, the School’s prime duty is to protect other pupils and the reputation of the School. No one has the right to

conceal evidence that the law is being broken. Safeguarding protocols will be implemented and may involve external agencies, including the police.

#### **4. Implementation**

- 4.1. All pupils in the School receive a progressive and age-appropriate programme of drug education. This is delivered through the PSHEE programme and through academic subjects where appropriate.
- 4.2. The School is vigilant with regard to drug-related issues, which includes teaching and support staff being alert to warning signs of drugs or other abuse. Staff receive appropriate training to recognise evidence of drug abuse and to deal with drug-related issues should they arise.
- 4.3. If any suspicion of drugs use arises, it is reported immediately to the Head, who decides if further investigation is warranted. If it is confirmed that there are reasonable grounds for suspecting that a pupil may have been using drugs, further investigations are conducted.
- 4.4. The School will investigate any rumour about involvement with illegal drugs or substances. The investigation may involve segregating a pupil for no longer than necessary; asking them questions; asking them to give a written account of particular circumstances; searching their personal belongings; taking possession of property for analysis; and/or asking the pupil to provide a urine sample under appropriate supervision. Investigations will be conducted fairly and unbiased way.
- 4.5. The pupil will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the Deputy Head Pastoral, Head or Head of the Prep School in the presence of the pupil's Head of Year, Head of Key Stage, Form Tutor or another teacher. Sources of information will not normally be disclosed. Parents/Guardians will be kept informed so far as practicable.

#### **5. Searching**

- 5.1. If staff believe a pupil possesses or has stored drugs, other substances and/or paraphernalia used in the taking of drugs and other substances, it may be appropriate for a member of staff to carry out:
  - 5.1.1. A search of outer clothing; and/or
  - 5.1.2. A search of School property, e.g. pupils' lockers; and/or
  - 5.1.3. A search of personal property (e.g. bag or pencil case within a locker).
- 5.2. In relation to drugs, alcohol and prohibited items as defined in Section 2 of the Misuse of Drugs Act 1971, the Head, and staff authorised by the Head, may search a pupil or a pupil's possessions, without consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.
- 5.3. Before any search is undertaken, consent will usually be sought from Parents/Guardians or from the pupil if s/he is of sufficient maturity and understanding. Although in some cases, depending on the seriousness, the School can undertake searches without consent.
- 5.4. Full details of how searches are carried out are in the School's 'Searches: Guidance and Procedures'.
- 5.5. Where the Head or staff authorised by the Head find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item.

#### **6. Alcohol**

- 6.1. Rationale:
  - 6.1.1. For many, the drinking of alcohol is a sociable and enjoyable part of our British culture and tradition. However, the abuse of alcohol can result in many problems in our society, i.e.,

crime, violence and accidents. The health risks posed by alcohol abuse have also long been established. There may also be a risk of addiction. We believe that it is our responsibility to do all we reasonably can to educate our pupils about alcohol and prevent them from abusing it or becoming addicted, in line with UK legislation governing the provision, purchase and consumption of alcohol by children and young persons, and the requirements of Health and Safety, Food Safety and Alcohol Licensing.

6.1.2.No pupil may purchase alcohol, bring alcohol onto the School site, supply or be concerned with the supply of alcohol to other pupils or arrive at the School site or at a School function having clearly consumed alcohol. This also applies to all off-site educational visits and activities, whether in the UK or abroad.

## 6.2. Prevention:

6.2.1.Pupils will be made aware of the dangers to health, the family, School and community of the abuse and misuse of alcohol through the curriculum, including PSHEE, assemblies, workshops and special events and visiting speakers. Parents/Guardians may also be invited to talks from visiting speakers.

6.2.2.For each year group, as part of the structured RSE/PHSEE/Assemblies programme, material appropriate to their age is presented to pupils, with the opportunity for subsequent discussions in lessons and in tutor time;

6.2.3.For pupils in science classes: the topic is referenced in Key Stage 4 courses;

6.2.4.For all pupils: The School Nurse ensures that health promotion posters are displayed. Literature and other advice are freely available to any pupil who seeks help.

## 6.3. Consequences:

6.3.1.In cases where pupils are found to have purchased, or be in possession of, or to have consumed alcohol, or where a pupil is found suffering from the effects of alcohol abuse, the response from the School seeks to meet three aims:

6.3.1.1. To provide a deterrent to the pupil and to others;

6.3.1.2. To persuade the pupil not to abuse alcohol in the future;

6.3.1.3. To support the pupil in their efforts not to abuse alcohol in the future.

6.3.2.Support is offered through discussions with the pupil, parents/guardians and pastoral staff. The School Nurse may also be involved.

6.3.3.Sanctions will be applied in proportion to the level of seriousness, in accordance with the School's Behaviour Policy, up to and including a pupil being asked to leave the School in the most serious case. Pupils should be aware that those found in the company of drinkers will be treated as drinkers and dealt with in the same way.

## 7. Smoking

### 7.1. Definition

7.1.1.Smoking refers to the possession, use and sale of tobacco and nicotine in all its forms, such as cigarettes, e-cigarettes, vapes, snus and other similar substitutes, and related paraphernalia, such as pipes, lighters etc.

### 7.2. Rationale:

7.2.1.The risks to health posed by smoking tobacco have long been established. As well as the potential harm caused by addiction to nicotine, there may also be a risk of starting a fire when smoking a traditional cigarette. As a School, we believe that it is our responsibility to do all we reasonably can to deter our pupils from starting, or continuing, a potentially addictive habit. We also seek to promote a healthy and clean environment and concern for others.

7.2.2.No pupil may smoke or vape on the School site, bring cigarettes, e-cigarettes, snus or vapes,

onto the site, smoke/vape during their journey to and from School, smoke/vape on a School trip or activity involving time spent away from the School, nor supply cigarettes, e-cigarettes, snus or vapes, to other pupils or School employees or visitors.

7.2.3. Pupils should not smoke/vape anywhere whilst wearing the School uniform.

### 7.3. Prevention:

7.3.1. The School brings the risks of smoking to the attention of pupils in the following ways:

7.3.1.1. For each year group, as part of the structured PSHEE programme, material appropriate to their age is presented to pupils, with the opportunity for subsequent discussions in tutor groups;

7.3.1.2. For pupils in science classes: the topic is referenced in Key Stage 3 and Key Stage 4 courses;

7.3.1.3. For all pupils: the School Nurse ensures that health promotion posters concerning smoking are displayed. Literature and other advice is freely available to any pupil who seeks help.

7.3.1.4. No smoking is allowed anywhere in the School and its grounds – to inform pupils, staff and visitors of this, No Smoking signs are displayed throughout the School site in accordance with the requirements of the Health Act 2006.

### 7.4. Consequences:

7.4.1. In cases where pupils are found smoking or in possession of cigarettes, the response from the School seeks to meet three aims:

7.4.1.1. To provide a deterrent to the pupil and to others;

7.4.1.2. To persuade the pupil not to smoke in the future;

7.4.1.3. To support the pupil in their efforts not to smoke in the future.

7.4.1.4. Support is offered through discussions with the pupil, parents/guardians and pastoral staff. The School Nurse may also be involved.

7.4.1.5. Sanctions will be applied in proportion to the level of seriousness, in accordance with the Behaviour Policy, up to and including a pupil being asked to leave the School in the most serious case. Pupils should be aware that those found in the company of smokers may be treated as smokers and dealt with in the same way.

## 8. Solvent Abuse

### 8.1. Rationale:

8.1.1. Solvent abuse can take many forms. For the purposes of this policy, the term 'solvent abuse' includes any activity in which a pupil deliberately inhales fumes which have an intoxicating or sedative effect. The policy covers nitrous oxide, lighter fluid, glues and other commercially available products, in addition to organic solvents and products not usually on sale to the public. Nitrous oxide abuse is the most common type of substance abuse in children under 14, and the group with the highest use is 16 to 24-year-olds.

8.1.2. Solvent abuse is generally not illegal, though the risks can exceed those associated with abuse of illegal drugs, alcohol and tobacco, with statistics showing that one in four first-time experiences of solvent abuse prove fatal. As a School, we believe that it is our responsibility to do all we reasonably can to deter our pupils from participating in such a potentially dangerous activity.

### 8.2. Prevention:

8.3. The School brings the risks of solvent and drug abuse to the attention of pupils in the following ways:

8.3.1. As part of the structured PSHEE programme, material appropriate to their age is presented

to pupils, with the opportunity for subsequent discussions in tutor groups;

8.3.2. For pupils in science classes, the broad topic of harmful substances is raised in Key Stage 4 courses.

8.4. Consequences:

8.4.1. In cases where pupils have taken part in solvent abuse, the response from the School seeks to meet three aims:

8.4.1.1. To provide a deterrent to the pupil and to others;

8.4.1.2. To persuade the pupil not to repeat the activity in the future;

8.4.1.3. To support the pupil in their efforts not to repeat the activity in the future.

8.4.2. Support is offered through discussions with the pupil, Parents/Guardians and pastoral staff. The School Nurse may also be involved.

8.4.3. Sanctions will be applied in proportion to the level of seriousness, in accordance with the Behaviour Policy, up to and including a pupil being asked to leave the School in the most serious case.

**9. Parents/Guardians**

9.1. If Parents/Guardians attending School premises appear to be under the influence of drugs, including alcohol, they will be asked to leave, and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead (DSL).

9.2. If a member of staff suspects that a parent has driven or will drive while under the influence of drugs or alcohol, the member of staff should report the matter to the DSL, or a member of the senior leadership team, who may telephone the police.

9.3. If the DSL reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of drugs or alcohol, the School's safeguarding procedures will be followed.

## APPENDIX A: Drug Classifications (UK)

In the UK, illegal drugs are classified into three main categories. They can be Class A, B or C, with A attracting the most serious punishments and fines.

Each drug is designated as controlled under the Misuse of Drugs Act 1971 and is allocated to a class based on the harm it is considered to cause.

Under the Misuse of Drugs Act, it is an offence:

- To unlawfully possess a controlled drug
- To possess a controlled drug with intent to supply it
- To unlawfully supply (sell/give/share) a controlled drug
- To allow premises you occupy or manage to be used for the smoking or use of drugs

The table below categorises drugs by Class: A, B and C and shows the sentences for possession/supply and production if found guilty in a court of law.

Class	Examples of Drugs	Possession	Supply & Production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g. mephedrone, methoxetamine), ketamine	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both