



Alcohol, Drugs, Tobacco and Vapes/Vaping (ADTV) Policy 2025 – 2026

Approved by: Full Governing Body

Date: December 2025

Review: December 2026

Signed:

Chair: Mr. C Harris

Name of school/unit	Reddal Hill Primary School
Name of Designated School Lead (DSL) for ADTV	Ann Bashir-Pugh
Senior Management Team member identified for ADTV related incidents (if not DSL)	John Stokes Tracy Whitehurst Hayley Rogers Kerry Beard Hamida Begum (Parent Support Advisor)
School Governor identified as ADTV lead	Chris Harris
Policy start date	September 2023
Policy review date	December 2026

Rationale

An effective approach to dealing with Alcohol, Drugs, Tobacco and Vapes/Vaping (ADTV) related incidents, and its education, is vital for young people today. This is so that they can make informed choices and decisions and be aware of what the school's stance is if they are discovered using, and/or dealing, in any way. Young people of all ages want reliable information about this topic, which the school is ideally placed to deliver. This school is committed to delivering a quality education programme and be consistent in its procedures for dealing with ADTV incidents.

Identifying what the school classes as a drug is very important. The World Health Organisation classes it as "*a substance, which on entering the body, changes the way that body and/or mind functions*".

This list constitutes the model the majority of organisation's would follow, ourselves included:

1. Any prescribed medication used by anyone it is **not prescribed**
2. Any medication being misused
3. Any controlled or scheduled drug
4. Amphetamines (Speed/Methamphetamine etc.)
5. Alcohol
6. Anabolic Steroids
7. Cannabis – any variety (Large variety of slang names)
8. Cannabis products (Edibles, vapes etc.)
9. Cocaine Hydrochloride (Cocaine Powder)
10. Crack Cocaine
11. Cigarettes (Any tobacco product)
12. DMT
13. GHB
14. Herbal Highs
15. Ketamine
16. LSD (Acid)
17. MDMA (Ecstasy)
18. Mephedrone (Known as Meow-Meow, MKAT, bubble)
19. New Psychoactive Substances (NPS also still wrongly known as Legal Highs)
20. Nitrates (Poppers)
21. NOS (Nitrous-Oxide - better known as Laughing Gas)
22. Opiates (Heroin etc.)
23. Opiate Substitutes (Methadone, Subutex, Naltrexone)
24. Phenethylamines (2CB, 2CTI, 2CT7)
25. Psilocybin (Magic Mushrooms)
26. Qat
27. Synthetic Cannabinoids
28. Vaporizers and E-cigarettes of any type
29. Volatile Substances known as VS (Gas, Glue, sniff-able products)
30. Any other controlled substances specified under the Misuse of Drugs act 1971

Not all of the above are illegal, but they **should still not be tolerated on school premises.**

Aims and Objectives

Reddal Hill Primary School believe that ADTV are an issue in society at present and that our young people may be placed, at some stage in their life, in situations where they are involved.

At Reddal Hill, we aim to:

- Educate our young people factually, non-judgmentally, and with the inclusion of key partner agencies, using high quality validated educational harm minimization building resilience, resources.
- To have a clear training strategy for ALL staff, governors and parents / carers.
- To have a clear strategy for dealing with ADTV related incidents

Education

Aims

- To increase the awareness of pupils, through the development of an ADTV education programme.
- To equip pupils with the necessary skills to make informed decisions.
- To increase pupils' knowledge about ADTV through sharing information and targeted educational input at appropriate ages.
- To positively influence pupils' attitudes, decision making and reduce the number of young people who try ADTV.
- To provide opportunity for discussion and disclosures on ADTV related issues.
- To minimise the adoption of dangerous ADTV activity.
- To challenge stereotypes and address common misunderstandings on ADTV.

Good Practice at Reddal Hill Primary School:

- All information should be age/gender/ethnicity appropriate. Staff should be sensitive to the fact that pupils may have a variety of attitudes towards ADTV and their use by their cultural and religious backgrounds and life experiences.
- Young people may live within situations where ADTV use is part of everyday life. This must be considered and a non-judgmental attitude employed to ensure inclusivity for all.
- A wide variety of teaching methods should be employed, using interactive and participatory approaches, to cater for the range of learning styles and needs.
- Care should be taken to ensure that vulnerable pupils, including those with SEND, receive their entitlement of ADTV education.
- Information should be updated annually.
- There should be an agreement in consistency of information and school attitude.
- Outside support agencies should be involved where appropriate with young people.
- Young people should be made aware that they can contact support agencies confidentially themselves should they wish to do so.

What to do if there is an allegation/suspicion of an ADTV related incident in school.

- If you hear/are told that a young person is using/in possession of a substance you need to act immediately.
- Inform the DSL and/or the Headteacher or another Senior Member of staff.
- If possible, have two staff present. This can be important if any future allegations are made.
- Talk to the young person on their own, not in a classroom. Are they acting out of character? Do they appear in any way intoxicated/high/under the influence? Are they acting suspiciously?
- Remind pupil/s of the schools ADTV policy and ask them to hand over any substance(s). If they refuse and you believe they are in possession of any substance/s, highlight that the police and/or parent(s)/carer(s) will be contacted.
- The Headteacher has the legal power to search a pupil(s) which involves: searching bags; coats; asking a pupil to turn out their pockets but they should never try to do any type of physical search as this can be classed as assault. The Headteacher can also delegate this task to one of the Assistant Headteachers in their absence.
- If doing any type of agreed search, make sure there are two staff present, of the same sex as the pupil, if possible.
- You cannot force a young person to do anything, no matter what they are suspected of.
- No matter what the incident is, always try and stay as calm as you can with the pupil(s). Certain substances can cause intense emotional and physical reactions and you could unwittingly make a situation worse if you are not empathic with the pupil(s).
- If you are concerned, then always call 999 and request an ambulance for the pupil(s).
- Record everything that is done as a description of events may be needed at a later stage.
- **For police involvement, please use the Drugs Process for Sandwell Schools pathway (appendix 1).**
- Legally, the school does not have to contact the Police and an incident can be managed through the schools' Behaviour Policy. This will only take place in exceptional circumstances and this decision can only be made by the Headteacher or the member of Senior Management Team (SMT), this responsibility has been delegated to.
- **It is now an offence to supply any electronic cigarettes (vaporizers, shisha pens, e-lights) to those aged 17 years or under.**
- **Proxy purchasing (an adult buying for someone under 18) for alcohol, electronic cigarettes and tobacco products is an offence and will be reported to the police.**

If a young person discloses information about ADTV

- If a young person discloses information, ensure that you are able to respond to it appropriately. If they disclosed in the middle of a lesson this may not be the right time to take the conversation forward – arrange to speak to them after the lesson.
- Record everything that is said as this may be needed at a later stage.
- Follow the schools safeguarding procedures for reporting concerns.

Staff may observe:

- Problems with truancy.

- Pupils late back from break or lunch.
- Exhibiting unusual or out of character behavior.
- Smell of substances on clothes or breath.
- Comments made in class by a pupil or their peers.
- Decline in standards of work.
- Tiredness, lethargy, and ambivalence that is out of character.
- Physical signs – dilated/expanded pupils, reddening of eyes, giggling uncontrollably; any behaviour that is uncharacteristic.
- Concerns expressed by parent(s) / carer(s).

If staff notice any of these signs, the DSL (or Deputy DSL) must be informed immediately as per the schools' safeguarding procedures.

If contact has to be made with parent(s) / carer(s) and/or the Police, the DSL or a member of the SMT will be the only people designated to do this.

Informing Parents

- It is always advisable to contact parent(s) / carer(s). There may be legitimate grounds not to contact parent(s) / carer(s) immediately; if it may put the pupil at serious risk of harm; or if the parent(s) / carer(s) are believed to be directly involved in the situation causing concern.
- The decision not to contact parent(s) / carer(s) should only be made by the Headteacher or designated member of the SMT.
- For a pupil/s who are Looked After Children (LAC), the appropriate contact individual must be informed and fully involved in any action taken by the school.
- When contacting parent(s) / carer(s) information should be shared in such a way that distress is kept to a minimum. A telephone call indicating an incident at school, and inviting the parent(s) / carer(s) into school, without giving specific details, would be most appropriate.
- The young person should be involved as much as possible in the process of contacting any outside organisations and if possible, they should take the lead in admitting any ADTV use to parent(s) / carer(s).
- Involve the parent(s) / carer(s) as much as possible in the implementing of appropriate sanction(s) for their child.
- The offer of support to parent(s) / carer(s) may need to be made and will occur in line with wider school policies
- Having parent(s) / carer(s) working collaboratively with school can contribute an important role in ensuring a young person stays substance free at school.

Legal Position

- There is no legal obligation to inform the police; however, the school may inform the police if appropriate.
- Money does not have to change hands for a young person to be dealing. It can be defined as passing on, selling, giving away or any type of hand over of ADTV.

- If a police officer comes into school to talk to a pupil, their parent(s) / carer(s) should be contacted where possible, however, if all measures to contact them fail, the Headteacher can grant permission with an appropriate adult present.
- Parent(s) / carer(s) can refuse for their child to be interviewed by the police.

Substances

- If school finds a substance that they believe to be illegal, they must follow the schools safeguarding procedures and inform the Headteacher and DSL (or DDSL) immediately.
- If school finds a substance that they believe to be illegal, it is recommended they try to establish where it has come from.
- **DO NOT sniff, smell, taste or ingest the substance in any way – it could be potentially very dangerous.**
- The most important thing to remember is to have a witness to anything you do.
- If it is decided that the substance is to be stored, it must be kept in a secure locked place that is only accessible to SMT.
- It must be separately packaged with a signature, the time, date, and place of finding / handing in, and should be counter signed by a witness. This is then ready for police collection or disposal.
- If school decides to dispose of the substance, it should only be incinerated due to Health and Safety issues. Do not flush it down the toilet / drain.
- School can contact Police to collect suspected illegal substances. An Officer would call as soon as practically possible (see above for how to store substance in the meantime.) GDPR proceeds must be adhered to.
- Incineration bins can be obtained from the same source as sharps bins.
- All information should be recorded as per the schools safeguarding procedures.

When considering an exclusion

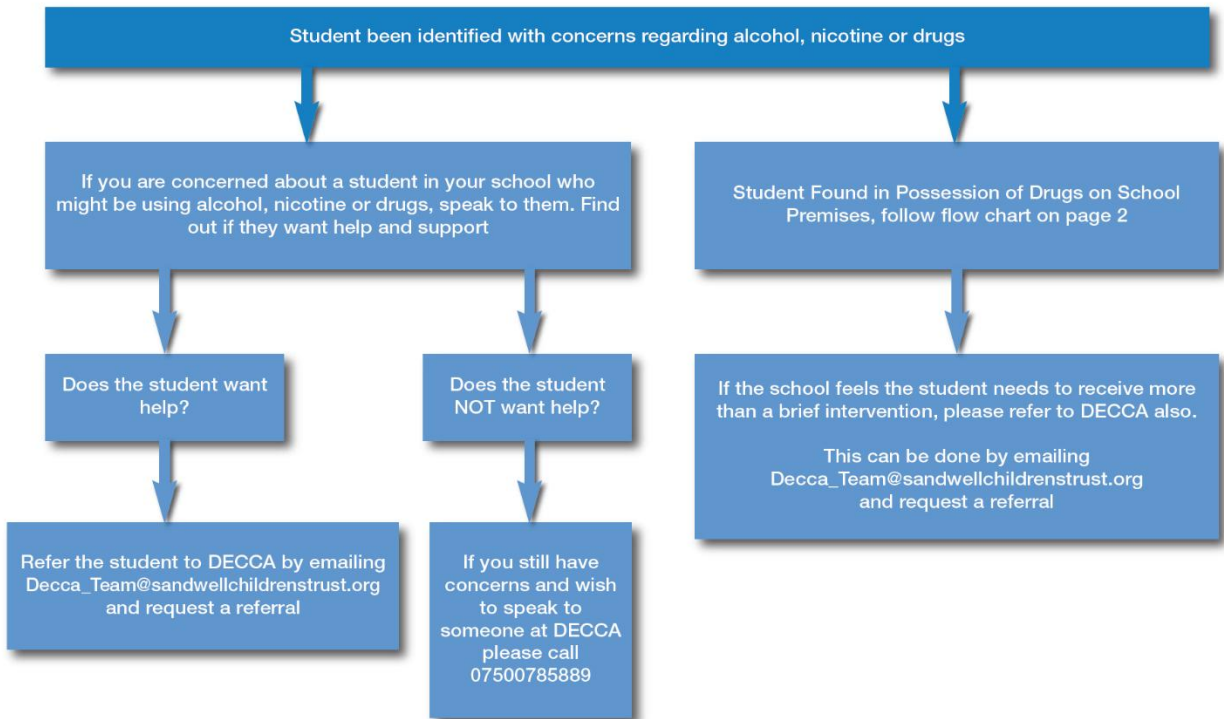
- For the school's application of the Behaviour Policy to be effective, it must be applied consistently.
- It is a widely held belief that unless the hardest line is taken against ADTV use and/or supply, the message will appear to be that of school condoning it. However, being excluded from school can be more damaging than any substance and could enhance the problem.
- Excluding may take the problem away from school grounds but not away from the pupil. Excluded pupils may continue to associate with school pupils, but this will now occur with no oversight which could rapidly escalate the issue for all concerned.
- Research also states that when excluded, a young person is more prone to substance use and the dangers that surround it such as dependence and crime. Some young people use substances to hide or distract attention away from other problems. School can often be the most stable influence in a young person's life. Whilst the pupil is in school, he/she can be closely monitored, if they are excluded from school he/she will still associate with pupils unmonitored.
- Permanent exclusion can further alienate a young person already in need of help.
- Teaching staff can be the only adults in a young person's life that have their best interests at heart.
- Exclusion is not the only answer. Several factors should be considered when deciding on an appropriate response.

- Does the pupil admit or deny allegations?
 - Is this a first or subsequent offence?
 - What was the quantity of ADTV involved?
 - What was the pupil's motivation? (Was there malicious intent?)
 - Does the pupil have a parent / carer or family member who is using ADTV?
 - Does the pupil know and understand the school policy and the behaviour expectations?
 - If illegal supply is suspected, how much was supplied and was the pupil coerced into the supply role or the one 'who's turn it was' to buy for others?
 - Is there evidence of organised or habitual supply?
- If a pupil is using and/or dealing appropriate sanctions can be placed on them, and a range of responses will be employed.
- They are:
- Early intervention such as a referral to an outside organisation.
 - Counselling.
 - A Behavioral contract - to stay drug free whilst engaged in any type of school related activity. This has been proven to act as an effective deterrent.
 - Fixed Term Exclusion.
 - Pastoral Support Plan.
 - Managed Move.
 - Permanent Exclusion.
- Each case will be treated individually, with all factors considered. Possession will be treated differently to supplying. If it were found that dealing was taking place with any malice, then the strongest course of action will be employed.
 - Placing a pupil on an "ADTV free in school" contract, signed by the pupil, parent(s) / carer(s) and school, has proved successful in deterring further use, in school, by a pupil. (See Appendix 2 for an example contract).
 - Any decision should be discussed between all parties concerned to try to establish what is best for the young person and school. However, the Headteacher is responsible for the final outcome.
 - All information should be recorded as per the school procedures.
 - The DECCA Team can be called in to school to work with any young person suspected or caught using substances.
 - It can also be written in to any ADTV free in school contract, signed by the pupil, parent/carer and school, that the pupil must engage with DECCA as part of their plan to remain in school; this can be used as an option before exclusion. APPENDIX 1

NOTE: please follow existing school policy for the handling of sharps and related paraphernalia and for what to do in a medical emergency

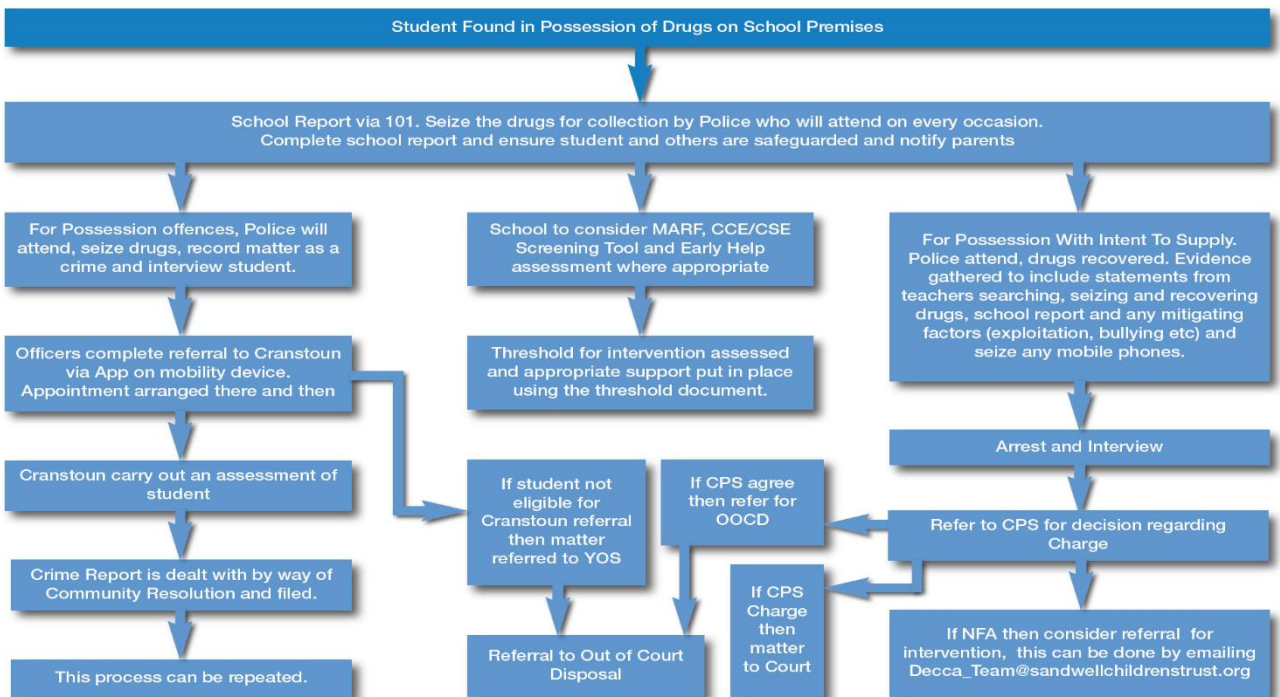
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APPENDIX 2 – Example of ADTV Free in School Contract

Alcohol, Drug, Tobacco and Vapes/Vaping (ADTV) – Free in School Contract

I, the under signed, promise to remain ADTV free in school.

I will not use, be in possession of, sell or pass on any substance included in the school ADTV policy, in school time.

This means before school, during school, during break time, during lunchtime, whilst going home from school or on any activity connected with school.

I understand that if I am found to be:

- under the influence of ADTV
- in possession of ADTV
- dealing ADTV
- in breach of this contract in any way

I am placing myself at risk of being permanently excluded from school.

Student signature	
Parent/Carer signature	
School representative signature	