



BRIGHTFIELD

— A C A D E M Y —

*Inclusion. Choice. Growth.*



# Drugs, Alcohol & Substance Misuse Policy



Promoting a safe, healthy and supportive  
environment for all.



Inclusion.



Choice.



Growth.

N. Larcombe  
March 2026



# Drugs, Alcohol & Substance Misuse Policy

## (with Smoking & Vaping)

### **BRIGHTFIELD ACADEMY**

#### **Drugs, Alcohol and Substance Misuse Policy**

**Policy Owner:** Director / Designated Safeguarding Lead (DSL) Kathy Larcombe

**Review Frequency:** Six months

**Next Review Date:** November 2026

**Applies To:** All staff, volunteers, contractors, visitors, learners and young people attending Brightfield Academy.

#### **1. Purpose**

Brightfield Academy is committed to providing a safe, healthy and supportive environment for all learners, staff and visitors.

The purpose of this policy is to:

Protect children and young people from harm.

Promote health, wellbeing and positive decision-making.

Ensure compliance with safeguarding, health and safety and legal responsibilities.

Provide clear procedures for responding to drug, alcohol and substance-related concerns.

Support staff and learners who may be affected by substance misuse.

Brightfield Academy operates a zero-tolerance approach to the possession, use, supply or distribution of illegal drugs on academy premises, during academy activities or whilst representing the organisation.

#### **2. Scope**

This policy applies to:

Employees

Volunteers

Contractors

Agency staff

Trustees and Directors

Learners and young people

Visitors

It applies:

On academy premises

During off-site activities

During educational visits

During transport arranged by Brightfield Academy

During online provision where behaviour impacts safety or wellbeing

### **3. Definitions**

#### **Illegal Drugs**

Any substance controlled under the Misuse of Drugs Act 1971.

Examples include:

Cannabis

Cocaine

Heroin

Ecstasy (MDMA)

Ketamine

Nitrous oxide where unlawfully possessed

New psychoactive substances

#### **Alcohol**

Any alcoholic beverage.

#### **Prescription Medication**

Medication legally prescribed by a healthcare professional and used in accordance with medical advice.

#### **Substance Misuse**

The inappropriate, harmful or illegal use of drugs, alcohol, solvents, medicines or other substances.

### **4. Principles**

Brightfield Academy will:

Prioritise safeguarding at all times.

Treat substance-related concerns seriously and proportionately.

Support learners to make healthy choices.

Work with families and external agencies where appropriate.

Respond consistently to incidents.

Maintain confidentiality where possible whilst sharing information when necessary to protect children.

### **5. Expectations for Staff**

Staff must:

Attend work fit for duty.

Not be under the influence of alcohol or illegal drugs whilst working.

Not consume alcohol during working hours.

Not possess, use, supply or distribute illegal substances.

Report concerns regarding substance misuse that may affect safeguarding or safety.

Staff prescribed medication must ensure it does not impair their ability to work safely.

Any member of staff believed to be under the influence of drugs or alcohol may be removed from duties pending investigation.

## **6. Expectations for Learners**

Learners must not:

Bring alcohol onto site.

Bring illegal drugs onto site.

Supply or attempt to supply substances to others.

Attend provision whilst under the influence of drugs or alcohol.

Possess drug-related paraphernalia.

Breaches of this policy will result in safeguarding action and may result in suspension of attendance whilst risk assessments are undertaken.

## **7. Managing Medication**

Prescription medication must:

Be declared to staff where appropriate.

Be stored safely where required.

Be administered in accordance with the Medicines Policy.

Only be used by the individual for whom it is prescribed.

Medication must never be shared.

## **8. Responding to Concerns About a Learner**

If a learner appears to be under the influence of drugs or alcohol:

Staff will:

Remain calm.

Prioritise immediate safety.

Inform the DSL immediately.

Supervise the learner.

Seek emergency medical assistance if required.

Contact parents/carers where appropriate.

Record the incident.

A safeguarding referral may be made where necessary.

## **9. Drug and Alcohol Incidents**

Examples include:

Possession of drugs

Possession of alcohol

Drug dealing or supply

Drug paraphernalia

Intoxication

Disclosure of substance misuse

Concerns regarding family substance misuse

The response will consider:

Age of the learner

Level of risk

Nature of the substance

Safeguarding concerns

Criminal implications

## **10. Searches and Confiscation**

Where there is reasonable belief that prohibited substances are present:

Items may be confiscated.

The DSL or senior leader will be informed immediately.

Police may be contacted where appropriate.

Parents/carers may be informed.

Staff will not conduct intimate searches.

## **11. Disposal of Substances**

Confiscated substances will:

Be secured safely.

Be handed to the police where appropriate.

Never be returned to a learner.

A written record will be maintained.

## **12. Safeguarding and Referrals**

Substance misuse may indicate:

Neglect

Exploitation

Child Criminal Exploitation (CCE)

County Lines involvement

Mental health difficulties

Family safeguarding concerns

The DSL will consider referrals to:

Buckinghamshire MASH

Children's Social Care

Police

Health services

Substance misuse services

in accordance with the Safeguarding and Child Protection Policy.

## **13. Support and Education**

Brightfield Academy seeks to educate rather than simply punish.

Learners may be offered:

One-to-one mentoring

PSHE education

Risk reduction work

External support services

Family support

Where appropriate.

#### **14. Record Keeping**

All incidents will be recorded, including:

Date and time

Individuals involved

Actions taken

Agencies informed

Outcomes

Records will be stored securely in accordance with GDPR and safeguarding requirements.

#### **15. Monitoring and Review**

The Director and DSL will review:

Substance-related incidents

Emerging risks

Training needs

Legislative changes

This policy will be reviewed annually or sooner if required.

#### **Associated Policies**

Safeguarding & Child Protection Policy

Behaviour Policy

Health & Safety Policy

Staff Code of Conduct

Searching, Screening and Confiscation Procedures

Educational Visits Policy

First Aid Policy

Medicines Policy

## **Smoking, Vaping and Nicotine Products**

Brightfield Academy is committed to promoting the health, wellbeing and safety of all learners, staff, volunteers and visitors.

For the purposes of this policy, **nicotine products** include, but are not limited to:

Cigarettes

Cigars

Rolling tobacco

E-cigarettes

Vape devices

Disposable vapes

Nicotine pouches

Heated tobacco products

Other nicotine delivery systems

Brightfield Academy operates a smoke-free and vape-free environment for learners.

Smoking, vaping and the use of nicotine products are not permitted within academy buildings, educational spaces, academy vehicles, or during academy activities and educational visits unless specifically authorised for adults within a designated area and in accordance with risk assessments and health and safety requirements.

## **Learners**

Learners are not permitted to:

Smoke tobacco products.

Use vaping devices or e-cigarettes.

Possess tobacco products, vaping devices or nicotine products.

Bring vaping liquids, cartridges or refills onto academy premises.

Use nicotine pouches or other nicotine delivery products.

Supply, share, exchange or sell tobacco, vaping or nicotine products to others.

Possess or use vaping devices suspected of containing illegal substances.

Where a learner is found in possession of tobacco, vaping or nicotine products, staff will respond proportionately and in accordance with safeguarding procedures, taking account of the learner's age, needs, understanding and any wider concerns.

## **Staff, Volunteers and Visitors**

Staff, volunteers and visitors must:

Comply with all smoke-free legislation.

Not smoke or vape in the presence of learners.

Not provide tobacco, vaping or nicotine products to learners.

Act as positive role models in promoting healthy choices.

Report concerns regarding learner smoking, vaping or substance misuse to the Designated Safeguarding Lead (DSL).

## **Safeguarding Concerns**

Brightfield Academy recognises that smoking and vaping may be indicators of wider safeguarding concerns, including:

Peer pressure

Risk-taking behaviour

Child Criminal Exploitation (CCE)

County Lines involvement

Exposure to illegal substances

Mental health and wellbeing concerns

Where appropriate, concerns will be discussed with parents/carers and referrals made to relevant support services.

### **Confiscation and Disposal**

Tobacco products, vaping devices, nicotine products and related paraphernalia may be confiscated where appropriate.

Items suspected of containing illegal substances will be secured safely and dealt with in accordance with this policy. Police involvement may be sought where necessary.

Confiscated items will not normally be returned directly to learners.

### **Education and Support**

Brightfield Academy recognises that some young people may be experiencing nicotine dependence or may be influenced by social pressures relating to smoking and vaping.

The academy will seek to educate and support learners through:

PSHE and health education

Wellbeing and resilience programmes

Individual mentoring and support

Information regarding the risks associated with smoking, vaping and nicotine use

Signposting to appropriate health and support services where required

The academy's approach is centred on safeguarding, education and positive behaviour change while maintaining a safe environment for all members of the Brightfield Academy community.

## **Buckinghamshire Support Services and Referral Pathways**

Brightfield Academy recognises that substance misuse may be linked to wider safeguarding concerns, including neglect, exploitation, mental health difficulties, family challenges, trauma, Child Criminal Exploitation (CCE), County Lines activity, or Child Sexual Exploitation (CSE).

Where concerns arise, staff will follow the Safeguarding and Child Protection Policy and seek advice or make referrals to appropriate agencies.

### **Buckinghamshire Multi-Agency Safeguarding Hub (MASH)**

Where a child is at risk of harm or where safeguarding concerns meet referral thresholds, concerns will be referred to Buckinghamshire MASH.

### **Buckinghamshire MASH**

•Telephone: 01296 383962

•Out of Hours Emergency Duty Team: 0800 999 7677

Staff must consult the Designated Safeguarding Lead (DSL) before making referrals unless immediate action is required to protect a child.

### **One Recovery Bucks**

One Recovery Bucks provides specialist support for adults, young people and families affected by drug and alcohol misuse.

Services may include:

- Assessment and intervention
- Harm reduction advice
- Family support
- Recovery programmes
- Signposting to specialist services

Brightfield Academy may support learners and families to access these services where appropriate.

### **Thames Valley Police**

Where criminal activity, drug supply, possession of controlled substances, exploitation concerns or immediate safety risks are identified, Thames Valley Police may be contacted.

**Non-Emergency: 101**

**Emergency: 999**

### **NHS and Medical Services**

Where a learner appears unwell, intoxicated, unconscious, experiencing an overdose, or where there are concerns regarding substance ingestion, emergency medical assistance will be sought immediately.

**NHS Non-Emergency Advice: 111**

**Emergency Services: 999**

Staff will never delay seeking medical assistance while attempting to investigate an incident.

### **Early Help and Family Support**

Where concerns do not meet statutory safeguarding thresholds but support is required, Brightfield Academy may work with:

- Early Help Services
- Schools and Local Authorities
- Mental Health Services
- Youth Support Services
- Family Support Organisations

to provide coordinated support for the learner and family.

### **Information Sharing**

Information regarding substance misuse concerns will be shared on a need-to-know basis and in accordance with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- UK GDPR
- Data Protection Act 2018

Where a child is at risk of harm, concerns will be shared with relevant agencies without delay and, where appropriate, without parental consent.

## **Preventative Education**

Brightfield Academy is committed to helping learners make informed, safe and healthy choices through:

- PSHE and wellbeing education
- Awareness of alcohol, drugs and vaping risks
- Mental health and resilience programmes
- Healthy lifestyle promotion
- Individual mentoring and support

The academy aims to develop learners' understanding, confidence and decision-making skills while promoting positive outcomes and safeguarding their wellbeing.

This wording is very much in the style that safeguarding auditors, Bucks Council reviewers, and Ofsted inspectors tend to expect: clear referral routes, local contacts, information-sharing obligations, and an emphasis on safeguarding rather than punishment.