



Alcohol and Substance Misuse Policy

Trinity Term 2026

1. Introduction

Bilton Grange School is a Preparatory School serving the locality of Rugby as well as other UK areas and overseas. It could be imagined that there would be various routes or ways by which alcohol, tobacco and other behaviour-altering substances could find their way onto the school premises such that they would be available. Many of our pupils are aware of alcohol, tobacco, other behaviour-altering substances and the use of vapes in our society and we have a duty to protect them and to educate them about the dangers associated with them.

2. Aims and Objectives

This policy contributes to the furtherance of the school aims and includes the following, more specific aims and objectives:

- To enable pupils to make healthy and informed choices.
- To provide a clear framework for all staff for dealing with incidents of substance misuse in school.

3. Curriculum Objectives

- To provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug misuse and the effects of solvents, alcohol, tobacco and other drugs on body functions.
- To understand the importance of feeling positive about oneself and others, and to be able to express feelings confidently.
- To develop responsible attitudes towards the use of drugs and learn how to say “No”.
- To develop decision-making skills and know about factors which influence the process of making decisions, including choosing between alternatives and considering long and short-term consequences of decisions for oneself and others.
- To increase pupils’ understanding of situations in which drugs may be used, both legally and illegally, and to develop skills for remaining in control in such situations.
- To help pupils appreciate ways in which they control aspects of their own behaviour and resist peer pressure.
- To make pupils aware of the law relating to the use of drugs.
- To provide knowledge about how to use the helping agencies, e.g. clinics, hospitals.

4. Procedural Objectives

- To set out clear procedures to be followed by staff who suspect that substance misuse is taking place or that controlled substances are being brought onto Bilton Grange’s premises.
- To provide an agreed framework for liaison with outside agencies including the police and press.

- To set out a clear statement of the disciplinary measures which will be applied to alcohol and/or drugs related incidents.
- To set out the support and counselling which will be part of the response to alcohol and/or drugs related offences at Bilton Grange.
- To ensure that all members of the Bilton Grange community understand the very serious view which Bilton Grange takes of all instances of possession, use or supply of illegal drugs.
- To ensure that all staff are aware of the agreed procedures.
- To ensure that all staff involved in specific drugs education have an adequate level of training. There are visiting specialist speakers on drug issues with follow-ups taken up by several school-based staff.

5. The School's Stance on Substance Misuse

- Bilton Grange does not condone the misuse of drugs or alcohol by members of the school, nor the illegal supply of these substances.
- Bilton Grange is committed to the health and safety of all its members.
- Bilton Grange will seek to educate pupils about the dangers connected with the misuse of substances.
- Bilton Grange recognises that it has a duty to inform and educate young people on the consequences of drug use and misuse and will take a proactive stance on the matter believing that such Health Education is a vital element of the Personal, Social, Health and Economic Education (PSHEE) of every pupil.
- Fundamental to Bilton Grange's values and practice is the principle of sharing the responsibility for education of young people with parents, by keeping them informed of any significant, known, involvement by a pupil, with illegal substances. Co-operation and communication between parents, children and school are essential for the effective implementation of this policy.
- Whilst it is noted that the number of young people who misuse substances appears to be rising, it is important to recognise that the majority of young people choose not to do so. We need to continue to support the differing needs of young people on this issue.

6. Roles

6.1 The Roles of the Head and Governing Body

The Head takes overall responsibility for the policy and its implementation, for liaison with the Governors, staff, parents, appropriate outside agencies and for the appointment within the school of a Substance Abuse Co-ordinator (the School Nurse) who, in conjunction with the Head of PSHEE and Head of Science, will have oversight of the curriculum aspects of the policy. The Head will ensure that all staff dealing with substance abuse issues are adequately trained and supported.

6.2 The Role of School Staff

Staff in whom pupils confide need to consider their responsibilities carefully. They may need to warn pupils that certain information cannot be kept secret by a teacher (e.g. details of a pupil who may be supplying drugs to other pupils, or when there is perceived or possible danger to any pupil). However, staff will want to be sensitive to the needs of individuals to speak to and gain advice from adults they trust. In so doing, pupils may confess to some substance abuse. This may require referral to the Head, depending on the seriousness of the involvement and its location. In all cases where drug misuse is known to have occurred on Bilton Grange's premises (or on a school journey) the facts must be reported to the Head. Detailed procedures are set out below.

7. Bilton Grange's Response to Drugs Related Incidents

Cases involving substance misuse or supply on the premises are considered to be very serious infringements of Bilton Grange's regulations. Permanent exclusion may be considered as an appropriate response though the school will seek to balance the interests of the pupil(s) involved, the other Bilton Grange members and the local community. Unless there are exceptional circumstances, parents will be informed in any case where their child is involved in an incident of substance misuse.

Pupils will be made aware that the use of illegal drugs on the premises will lead to an immediate fixed term exclusion and could lead to permanent exclusion. Excessive personal consumption or supplying substances to others in the school community will result in permanent exclusion. Pupils involved in serious drugs related incidents may, following a fixed term exclusion, be readmitted to Bilton Grange subject to the following provisions:

- that they accept any reasonable punishment that Bilton Grange may impose;
- that they agree to meet with an appropriate person from a specialist agency (e.g. the Community Drugs Team or the national support charity, Adfam) to secure the support available to persons involved with drug misuse.

Although each incident will be considered individually, and it is recognised that a variety of responses will be required to deal with different incidents, and that the normal response will be to support the pupil in resolving not to repeat the incident, there are certain minimum requirements related to specific situations which may occur:

8. Response to Specific Incidents

No pupil may smoke or vape on Bilton Grange's premises, on journeys to and from Bilton Grange or on school visits. If a pupil is known to be smoking or vaping, this should be reported to the Head or Deputy Head who will inform the parents and place a note on the pupil's record.

In each of the following cases, the incident is to be reported in the first instance to the Head who will take the required action.

- If any pupil is suspected to have consumed alcohol on Bilton Grange premises, the parents will be informed immediately and requested to remove the pupil.
- Alcohol, cigarettes, tobacco or vaping paraphernalia found on Bilton Grange premises will be confiscated. If they can be attributed to a particular pupil, the parents will be informed and given the opportunity to redeem such items.
- If any pupil is found intoxicated through solvent abuse, or suspected of such, urgent medical attention should be given (via the School Nurse) and the solvent will be confiscated.

Controlled drugs found on Bilton Grange premises will be confiscated and immediately handed over to the police.

A member of staff, having good reason for believing that a pupil may be in possession of an illegal substance, may ask that pupil to empty his/her pockets or bag (in the presence of an adult witness). If the pupil refuses, the matter should immediately be referred to a senior member of staff who will repeat the request. In the event of another refusal, the parents should be contacted to obtain their permission. When there is good reason for pursuing this course of action, the police may be called.

If any pupil or any other person is found supplying or offering to supply a controlled drug, the Head must be informed immediately. He will inform the Head of Rugby School, the Chief Operating Officer (COO), the police, the Chair of Governors and the parents.

Any equipment involved in drug misuse found on Bilton Grange's premises will be disposed of according to the guidelines. In the unlikely discovery of needles and syringes, which present a considerable health hazard, they must be handled with extreme care and stored in a suitable container until collected and disposed of by the Police Drugs Squad.

9. Liaison with the Media

Responsibility for liaison with the media will rest with the Head. Individual governors, if they are approached, should refer the press to the Head or PR support. IAPS and ISC can be helpful in providing guidance to ensure that the reporting of incidents remains in the best interests of the young people, their families, and Bilton Grange.

10. Drugs Education Programme

The programme for drugs related education is partially cross curricular but is drawn together by easily identified units of work in the PSHEE Programme. This programme is based on a skills-led approach under the direction of the Head of PSHEE and Assistant Head Pastoral. Specialist visiting speakers have a significant input and this is followed up by further science-based learning. The use of visitors as part of the Drugs programme is an important part of Bilton Grange's policy of using visitors in Health Education.

11. Policy Owner

Deputy Head BG

12. Related Policies

This policy should be read in conjunction with the Drug Administration, Search and Confiscation, PSHEE and Safeguarding policies.

13. Additional Information

This policy will be reviewed annually by the BG Board in the Trinity Term.