



Late Collection Policy School		
	Name	Date
Head Teacher	Fiona MacCorquodale	March 2026
Governing Body		
Next review date	March 2027	

Schools are obliged to fulfil their statutory duty to promote pupil's well being. This policy acts as the school's central reference point for the management of drug and alcohol incidents and for teaching and learning in drug and alcohol education as part of personal, social and health education.

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SECTION ONE

The drug and alcohol policy

The purpose of the drug and alcohol policy

A school's drug and alcohol policy acts as a central reference point to inform school staff, parent/carers, health professional and visiting speakers. It covers the school's role and responsibilities for the content and organisation of drug and alcohol education, the management of drug and alcohol incidents within the school boundaries and on school trips.

The term 'drug'

The term 'drug' throughout this document is used to refer to: all illegal drugs; all legal drugs including alcohol, tobacco, shisha, volatile substances, poppers and e cigarettes; all over the counter and prescription medicines and other drugs such as new psychoactive substances ('legal highs').

Roles and responsibilities

The Head Teacher has overall responsibility for drug issues in the school and delegates the responsibility for the development, monitoring and reviewing the drug and alcohol policy to Bernadette Frain-Atallah.

The member of staff responsible for the co-ordination, development, monitoring and evaluation of drug education is Bernadette Frain-Atallah, Safeguarding and Wellbeing lead

The member of staff who oversees and coordinates the management of drug related incidents is Bernadette Frain-Atallah.

The committee who have oversight for drug issues in school is the Curriculum Committee.

The school's stance towards drugs

Illegal and other unauthorised drugs are not acceptable on the school premises, school journeys, residential courses, educational visits and extracurricular activities.

Smoking is not permitted anywhere on the school site. – see Appendix 'The school smoking policy'

Visiting speakers are made aware of the policy. See Section two: Visiting speakers

Staff continuing professional development



Staff are provided with the PHSE scheme of work and are supported by Assistant Head Aoife.McMonagle.

Confidentiality

Staff are bound by the school's Safeguarding and Child Protection Policy. Staff working with pupils cannot offer unconditional or absolute confidentiality. Staff have an obligation to pass information on to the school's child protection lead Bernadette Frain-Atallah if what is disclosed indicates that a pupil is at risk from harm. Staff in the classroom establish boundaries where pupils feel safe and respected whilst protecting privacy. Pupils are reminded during lessons that if they divulge anything that indicates that they may be at risk from harm then this information has to be passed on. The teacher might explain to pupils that it is better not to say anything personal to do with drugs or drug taking during class discussions. Activities use 'distancing techniques' to enable pupils to explore issues without talking about personal experiences, for example, by using case studies and scenarios.

In one to one situations, the teacher should always listen positively and reassure the pupil, whilst being clear that they cannot guarantee complete confidentiality. If a pupil discloses information regarding their own or others drug use, this will be passed on as a safeguarding issue.

Visiting speakers when working in the classroom are bound by the same conditions and must pass on any information they feel needs responding to via the member of staff present.

Age appropriate information on drugs and support services will be available for pupils.

SECTION TWO

The drug, alcohol and tobacco education curriculum

Drug, alcohol and tobacco education is developmental and appropriate to the age and needs of pupils. It is part of a well planned programme, delivered in a supportive atmosphere, where we aim for all pupils to feel comfortable to engage in open discussion and feel confident to ask for help if necessary.

Drug, alcohol and tobacco education:

- ensures that pupils are able to make informed, healthy choices and appreciate the benefits of a healthy lifestyle now and in the future
- helps pupils develop personal and social skills when making decisions and managing situations where drugs are concerned.
- provides accurate information which includes where to go for support and help
- supports pupils in coping with the pressure and influences that may lead to the misuse of drugs
- facilitates pupils in exploring their own and other people's attitudes to drugs, drug use and drug users, including challenging stereotypes, dispelling myths and exploring social influences.

Establishing a safe and supportive environment



- Boundaries for discussion and issues of confidentiality are discussed before drug and alcohol education lessons begin.
- Each class/group works together to establish its own ground rules about how they would like everyone to behave in order to learn.
- Distancing techniques such as role play, third person case studies and an anonymous question box are employed when engaging pupils concerning sensitive issues.

Good practice in teaching and learning

- Using the correct terminology makes clear that everybody understands and avoids prejudiced based language
- Lessons contain a variety of teaching methods and strategies that encourages interaction, involvement and questioning: working individually, in pairs and groups; discussions; role play; prioritising; quizzes; research; case studies; games; circle time; visiting speakers.

The drug and alcohol curriculum contents

The school follows the Islington drug, alcohol and tobacco curriculum.

Visiting speakers

Drug and alcohol education is best taught by the class teacher as part of an ongoing curriculum. Visiting speakers can offer a different perspective and reinforce the teaching within the classroom.

Visiting teachers are briefed by the class teacher about the level of pupil awareness; ground rules of the class; the context/purpose of the visit and what pupils know and what they need to know. Visiting speakers are given a copy of the school drug and alcohol policy which they are expected to follow.

Assessment

Lessons are planned starting with establishing what pupils already know. In this way, teachers can also address any misconceptions that pupils may already have.

- brainstorming and discussions
- draw and write activities to find out what pupils already know
- continuums/diamond nine and other activities to find out what pupils feel is important to them.

Assessment is the process where an individual pupil's learning and achievement are measured against the lesson objectives. Insert here how pupil's progress in SRE is assessed.

- pupil reflective assessment sheets at the end of each topic
- written or oral assignments
- pupil self-evaluation
- reflective logbooks
- quizzes
- one to one discussion

Monitoring and evaluation



Monitoring and evaluation help to plan future lessons and enables teachers to review the programme to improve the teaching and learning.

The PSHE Lead is responsible for the monitoring and evaluation of drug, alcohol and tobacco education. A range of methods are used including:

- lesson observations
- what individual teachers added to or deleted from the lesson content
- pupils completing end of topic evaluations
- teachers completing end of topic evaluations
- annual PSHE review
- data collected from initial need assessment is compare to same assessment at end of topic.

Resources

- DrugWise: drug, alcohol and tobacco education for the primary school, Healthy Schools Islington
- Exploring alcohol: A scheme of work for Year 9, Healthy Schools Islington
- Smoking, a scheme of work for Key Stage 3, Healthy Schools Islington

SECTION THREE

How Prior Weston manages drug-related incidents with confidence and consistency

Definition of a drug related incident

- Dealing with suspicion, rumour or disclosure about drugs
- Finding drugs or drug paraphernalia on school premises
- Possession or supplying of unauthorised drugs on school premises/school trips
- Someone under the influence of drugs or alcohol on school premises/school trips

The school's responses to drug related incidents

The school will have a variety of responses to a drug related incident after considering: the user's response; whether it is a one off incident or longer term situation; the drug involved; the user's motivation; how the drug was being used and in relation to the safety of others; knowledge of the pupil and their home circumstance; if supplying, the extent of this; other people involved.

After due consideration and consultation, the next response may be one of the following: monitoring the situation; additional support, advice and education; referral to specialist agency; counselling; behaviour support plan; pastoral support programme; withdrawal of activities/privileges; case conference; informing the police or safer schools officer; consulting IYPDAS (Islington Young People's Drug and Alcohol Service); informing trading standards (regarding local sales of legal drugs to children); exclusion, (permanent exclusion will only be used as a final resort, after all other approaches have been explored).

In all drug related incidents in school, the Headteacher, in consultation with key staff will decide on responses, including the use of sanctions and/or counselling and support.

Dealing with suspicion, rumour or disclosure about drugs



Staff should not assume use of drugs on the basis of rumour or behaviour alone. If there is suspicion, evidence will be collected over a period of time before a decision is made to question the pupil(s) involved.

Sensitive information regarding suspicion or rumour about drugs and drug misuse should be passed onto the Headteacher or Safeguarding Lead who will decide how to deal with it through monitoring or passing the information on to other relevant agencies.

If a pupil discloses their use of drugs or that of another person, staff will be non judgemental and show care and concern for the pupil. The pupil will be reminded that the information they have given will have to be passed on through the school's pastoral system. The school will assess the pupil's welfare support and needs and if necessary involve external support for the pupil and where appropriate, the family.

Finding drugs or drug paraphernalia on school premises

There are regular checks of the school grounds by school site staff who know how to safely deal with drug taking materials or syringes.

Pupils are taught not to touch any needles or syringes they may find and to inform a member of school staff immediately

If drugs or drug paraphernalia are found:

- a judgement should be made based on the type of substance found
- staff should ensure that tobacco, alcohol, solvents or over the counter / prescription drugs are moved to a safe place out of the reach of pupils.

The law permits school staff to take temporary possession of a substance that they suspect is an illegal drug, **providing that** all reasonable steps are taken to destroy the drug(s) or deliver it to a person lawfully entitled to take custody of it. In taking temporary possession of suspected illegal drugs, staff should:

- make sure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and the name of the witness
- store it in a secure place, such as the school safe or other lockable container with access limited to senior members of staff
- contact the local police to dispose of the drugs
- make a confidential record in the school incident book.

The Heateacher will decide whether to report the finding of drugs to the safer school officer, (there is no legal obligation to do so).

Needles or syringes found on site should be dealt with very carefully:

- the area should be cleared and the paraphernalia guarded until the appropriate handling materials arrive



- Use a sharps box if on site if not, a suitable container should be found, ideally one with a lid to contain the needle before taking to the nearest health centre for disposal
- use tongs, tweezers or heavy duty gloves to pick up the needle
- wash hands thoroughly afterwards
- if the above cannot be carried out, one member of staff should keep guard whilst another contacts Islington's Drug Action Response Team to arrange removal of the sharps (Call 020 7527 2000 and they will log relevant details and arrange collection). The area will need to remain cleared until the sharps have been removed.

Possession or supplying of unauthorised drugs on school premises/school trips

School staff can search a pupil for any item if the pupil agrees (the ability to give consent may be influenced by the child's age or other factors.)

Headteachers and staff, authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item: knives or weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers; fireworks; pornographic images; any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence; or to cause personal injury to, do damage to the property of, any person (including the pupil.)

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Searching, screening and confiscation – Advice for Headteachers, school staff and governing bodies Department for Education 2014

If a member of staff suspects a pupil is in possession of drugs or drug paraphernalia, they can ask the pupils to hand them over, in the presence of another adult.

If the pupil refuses then the decision to search is taken by the Headteacher.

Staff will confiscate pupil's property where they believe it to be harmful or detrimental to safety or good behaviour.

If drugs are found, parent/carers are to be informed immediately unless there are child protection concerns.

Alcohol, tobacco (including shisha and e cigarettes) and unauthorised medicines brought into school by pupils should be stored and then, if legal for adults, handed over to parents/carers unless there are child protection concerns.

If the substance is unknown or deemed to be illegal, then the police are called to dispose of it. (The law does not require the school to divulge the name of the pupil from whom the drug was taken).

All drug related incidents are recorded and kept confidential.

Someone under the influence of drugs or alcohol on school premises/school trips



The health and safety of the person/people involved must come first, whilst taking into account the health and safety needs of the school as a whole.

If a pupil is found to be under the influence of a drug and is deemed not an emergency:

- they should be removed to a quiet room and not be left alone
- they will be helped to calm down and medical assistance sought
- school first aiders and the Headteacher should be informed straight away
- Parent/carers should be informed unless there is a child protection issue.
- the incident is recorded and kept confidential.

If a pupil is found to be under the influence of a drug and has collapsed or is unconscious:

- they should be placed in the recovery position and an ambulance called immediately
- school first aiders and the Headteacher should be informed straight away
- parent/carers should be informed straight away in all circumstances unless there are child protection concerns
- the incident is recorded and kept confidential.
- Staff should try to maintain a calm atmosphere.
- If a member of staff has concerns about discharging a child into the care of a parent/carer, they should consider discussing with the parent/carer if other arrangements could be made, for example contacting another family member to take care of the child. The focus for staff will always be the maintenance of the child's welfare, as opposed to the moderation of the parent's/carer's behaviour.
- Where the behaviour of a parent/carer under the influence of drugs or alcohol places a child at risk (or the parent/carer becomes abusive or violent), staff should consider whether to start child protection procedures and/or involve the police. When this is not clear, staff should discuss with their named safeguarding lead or the Children's Services Contact Team.

If any of these incidents take place whilst on a school trip, the same procedures will take place and the Headteacher will decide appropriate action and for the continuation of the trip.

Members of staff are aware that whilst responsible for pupils on a school trip, they should not be using alcohol or tobacco or any other unauthorised drug.

Children affected by parent/carer's drug or alcohol use (Hidden harm)

School staff have knowledge and understanding about hidden harm. Teachers are made aware that some pupils might be living in a family where there is substance misuse, or they may be caring for parents who have mental health and substance misuse issues. Class teachers are often the first professionals to notice parental



substance misuse. For the safety and welfare of the pupils, any concerns must be reported appropriately to the lead professional in school for safeguarding and child

protection. The school's safeguarding policy should enable any incident to be dealt with in a professional and appropriate manner.

Pupils experiencing parental drug/alcohol misuse may feel worried or concerned, or may blame themselves for it. Families experiencing this often foster a culture of secrecy, in which children are discouraged from revealing anything about this issue, making it difficult for children in this position to talk about it.

These are the most important messages for pupils:

- Drugs/alcohol can change the way a person behaves
- Adults do not always act in a responsible way
- Children are not responsible or to blame for adult's behaviour
- They have a right to share concerns, bad feelings or things that worry them
- They can access information about who they can approach to ask for help
- They are not alone – there is always someone else who has had similar experiences
- If they are worried about a person's drug/alcohol use, it is best to tell a trusted adult.

Schools should aim to support pupils and their families in accessing services. Pastoral care leaders in Islington can seek advice from agencies such as CASA Family Service: 020 7833 9899. Better lives 020 3317 6099 or Children's Service Contact Team (CSCT): 0207527 7400.

SECTION FOUR

Prior Weston Primary School and Children's Centre Smoking policy

The purpose of the policy

The purpose of this policy is to ensure that the school is a smokefree environment for everyone. We aim to provide our pupils with consistent messages and non smoking role models within the school regarding tobacco, e shisha, shisha pens, e cigarettes and all other varieties of the product.

This policy applies to pupils, staff, parent/carers, visitors and contractors to the school. It applies to all activities held in the school including before or after school sessions and any outside activity the school is used for.

It links with the school's safeguarding, confidentiality, health and safety, drug and alcohol policies and is in line with the Islington Smoke Free Guide.

Responsibilities

Smoking will not be permitted in any part of the school's premises or vehicles. The enforcement of this total smoking ban is the responsibility of the Headteacher and all members of staff.

Staff who smoke are only permitted to do so when they are on a break and off and out of sight of the school premises. Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of second hand smoke on pupils and colleagues. Staff should ensure:



- they wear a jacket whilst smoking and remove it once they re-enter the building
- wash their hands after smoking
- wait ten minutes after smoking before coming into contact with pupils

Smoking and drug education

- Drug education, including the use of tobacco and other smoking drugs
- The use of theatre groups, visiting speakers
- Information regarding smoke cessation groups
- Assemblies, special promotion in stop smoking weeks



APPENDIX ONE

Prior Weston Primary School and Children's Centre Drug, Alcohol and tobacco policy summary

This is a summary of Prior Weston Primary School and Children's Centre drug, alcohol and tobacco policy. For further details, please see the full policy together with the appendices.

This policy applies to every member of the school community, parents and visitors whilst on the school premises. It also applies when on school journeys, educational visits, residential courses and extra curricular activities.

This summary, together with the curriculum contents for drug, alcohol and tobacco education (overleaf) will be circulated to all staff and given to visiting speakers. Senior staff and staff teaching PSHE should read the whole document.

Roles and responsibilities

All staff have a responsibility for safeguarding each pupil and maintaining confidentiality. All staff are responsible for reporting any drug related issues or incidences. The name of the person with responsibility for drug related incidents is Bernadette Frain-Atallah.

Definition of a drug

The term 'drugs' throughout this document is used to refer to: all illegal drugs; all legal drugs including alcohol, tobacco, shisha, volatile substances, poppers and e cigarettes; all over the counter and prescription medicines and other drugs such as new psychoactive substances ('legal highs').

The school's stance towards drugs and drug issues

Illegal and other unauthorised drugs are not acceptable on the school premises, school journeys, residential courses, educational visits and extra curricular activities.

Drug education

See overleaf for the summary of what is in the school drug, alcohol and tobacco curriculum.

The management of drug related incidents

A drug related incident is defined as dealing with suspicion, rumour or disclosure about drugs; finding drugs or drug paraphernalia on school premises; possession or supplying of unauthorised drugs on school premises/school trips; someone under the influence of drugs or alcohol on school premises/school trips.

In all drug related incidents in school, the Headteacher, in consultation with key staff will decide on responses, including the use of sanctions and/or counselling and support.

The school smoking policy

The school premises are a smoke free environment for everyone. Staff and other adults do not smoke whilst on school trips.



Staff who smoke are only permitted to do so when they are on a break and off and out of sight of the school premises. Staff who smoke during their break make every effort to reduce the effect of the odour and lingering effects of second hand smoke on pupils and colleagues. Staff should ensure:

- they wear a jacket whilst smoking and remove it once they re-enter the building
- wash their hands after smoking
- wait ten minutes after smoking before coming into contact with pupils



APPENDIX TWO

Support for pupils and their families

Local support services

Islington commissions a range of local drug and alcohol services to provide advice, information and treatment for:

- Islington residents who would like help and support around their own drug or alcohol use.
- Islington residents who are concerned about a friend, family member or significant other's drug or alcohol use.

GP

A person's GP will be able to give advice, refer patients to specialist services or may run some specialist services themselves, such as smoking cessation. For full details of the surgeries with smoking cessation specialists see www.smokefreeislington.nhs.uk/quit-advice-by-appointment/

Pharmacies

Most pharmacies will be able to give advice and may run some specialist services themselves, such as smoking cessation. For full details of the pharmacies with smoking cessation specialists see www.smokefreeislington.nhs.uk/quit-advice-by-appointment/

Family Information Service

020 7527 5959

www.islington.gov.uk/fis

List of support available for families on a wide range of topics, including alcohol and drug misuse.

Bright Futures

020 7527 4343

[referral to Bright Futures](#)

Supports families with school aged children up to 19 years old, who live in Islington or are temporarily housed in another borough. Trained family workers work with individual families for up to six months, and provide advice and support. They also provide parenting programmes and advice surgeries. Bright Futures can refer families to other services, such as CASA.

CASA Family Service

020 7561 7490

The CASA Family Service works with children, young people and families who are having difficulties because of parental use of alcohol or other drugs, and aims to help parents



provide a safer and more secure family environment. The service is free and confidential and offers:

- advice and information to parents, children and young people
- therapeutic family work for parents, children and young people to strengthen protective parenting and increase resilience for children and young people
- group work for children and young people
- consultation and training for professionals

Referrals can be made by phoning the number above.

CASA Islington Community Alcohol Service

020 7833 9899

icas@casa.org.uk

The Islington Community Alcohol Service provides information, advice, immediate support, or ongoing treatment for any Islington resident who is concerned about their own or someone else's drinking.

HAGA

020 8800 6999

www.haga.co.uk

Raises awareness about alcohol and the local support services available.

SmokeFree Islington

0800 093 9030

www.smokefreeislington.nhs.uk

Offers one-to-one support for people who are 13 years old and above, and group support for those aged 18 and over, who are interested in quitting smoking. Smokers can see a specialist stop smoking advisor on a one-to-one basis for six consecutive weeks or attend a group for seven consecutive weeks. Those interested in quitting can self-refer or be referred to the service.

Better Lives

Switchboard and general enquiries Tel: 020 3317 3500

An integrated drug and alcohol service delivered by Camden and Islington NHS Foundation Trust in partnership with [WDP](#) and Humankind.

Offer a free and confidential support service for individuals and their families affected by drug and alcohol problems.

Information and advice websites and helplines

- **FRANK**

0300 123 6600

www.talktofrank.com

Free, confidential advice about drugs for adults and young people.



- **ADFAM**

Telephone 07442 137421 / 07552986887 (please note we do not operate a helpline - see help for families for further information)

Information and advice for families of drug and alcohol users – the website has a database of local family services.

- **al-anonuk**

www.al-anonuk.org.uk/contact/

Helpline 0800 0086 811 or by email

Helpline available 10 am - 10 pm, 365 days a year. Please do not leave a message as, to ensure callers' confidentiality, we are unable to return calls.

General Service Office

Al-Anon Family Groups UK & Eire

57B Great Suffolk Street

London SE1 0BB

Office: 020 7593 2070

Email Enquiries Dept

Information about how smoking affects health, and local information about how to access one-to-one or group support to quit.

- **Smokefree NHS**

www.nhs.uk/smokefree

National website encouraging people to quit smoking, with information and advice.

- **Quit**

0800 00 2200

www.quit.org.uk

Independent charity that aims to help smokers to stop, and provides advice and information.

- **Don't bottle it up**

www.dontbottleitup.org.uk

Facts and advice about alcohol.

- **Drink aware**

www.drinkaware.co.uk

Facts and advice about alcohol.