



## Drugs, Alcohol and Substance Misuse Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	29/04/2025

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## 1. Policy Statement

At Oaktree Education Services, we are committed to providing a safe, supportive and healthy environment for all students, staff and visitors. As an independent SEN college catering for students with Social, Emotional and Mental Health (SEMH) needs, Specific Learning Difficulties (SpLD) and those who have experienced trauma, we recognise the importance of adopting a Trauma Informed approach to all aspects of college life. This includes our response to drug, alcohol and substance misuse.

We are guided by the Department for Education (DfE) guidance "Searching, Screening and Confiscation" (2022) and "Keeping Children Safe in Education" (2024) as well as Ofsted expectations regarding safeguarding and promoting students' welfare.

## 2. Aims and Objectives

- To ensure the safety and wellbeing of all students, staff and visitors
- To prevent the misuse of drugs, alcohol and other substances
- To provide clear procedures for managing incidents of drug, alcohol and substance misuse
- To educate students about the risks associated with substance misuse through a tailored PSHE curriculum
- To support students in making positive choices

## 3. Definition

For the purpose of this policy, "drugs" include all illegal substances, legal highs, prescription medication when misused, alcohol and solvents.

## 4. Prevention and Education

We are proactive in educating students about the dangers of drug, alcohol and substance misuse. Our PSHE curriculum is designed to be accessible to students with SEMH, SpLD and trauma backgrounds. We use trauma informed principles to ensure that teaching is sensitive, non-judgmental and supportive.

Visitors and specialist agencies may be invited to deliver sessions that complement our internal provision, always adhering to the college's safeguarding protocols.

### 5. Staff Training

All staff receive regular training on safeguarding, Trauma Informed Practice and how to recognise and respond appropriately to signs of substance misuse.

### 6. Managing Incidents

All incidents involving drugs, alcohol or substances will be treated seriously, sensitively and in accordance with safeguarding procedures. Staff will follow these steps:

- Immediate safety of all involved will be prioritised
- Senior leadership team will be informed immediately
- The Designated Safeguarding Lead (DSL) or Deputy DSL will assess the situation
- Parents or carers will be informed unless it is believed that doing so would place the student at greater risk
- If necessary, the police will be contacted
- Any substances found will be confiscated and disposed of following DfE guidelines

### 7. Searching, Screening and Confiscation

The college follows the DfE guidance “Searching, Screening and Confiscation” (2022). Staff authorised by the Headteacher may search a student or their possessions where there is reasonable suspicion of possession of drugs, alcohol or related paraphernalia.

### 8. Support for Students

Recognising the vulnerabilities of our student population, we aim to offer supportive interventions rather than punitive measures. Students involved in incidents of substance misuse will be offered:

- Access to pastoral support
- A review of their personalised support plan
- Referrals to external support services where appropriate
- A reintegration plan if a period of exclusion has been necessary

### 9. Partnership with Parents and Carers

We work closely with parents and carers, providing information and support to help them address issues relating to substance misuse at home. Communication is handled sensitively and in line with our Trauma Informed approach.

### 10. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

### Approval and Signature

- **Principle of Head of College:**  
*Chris Kelly, 29/04/2025*
- **Chair of Governors/Trust Board:**  
*Name, Signature, Date*