# Awaken Education Ltd

## Drugs and Alcohol Policy (Staff and Students)

**Date Issued:** June 2026

**Review Date:** June 2027

### 1. Purpose and Scope

Awaken Education is committed to maintaining a safe, healthy, and supportive learning and working environment for all staff, volunteers, students (learners), and visitors. The possession, supply, or use of illicit drugs, unauthorised substances, or alcohol poses significant risks to health, safety, and safeguarding.

This policy operates in conjunction with the Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971, the Psychoactive Substances Act 2016, and Awaken Education's overall Health and Safety Policy.

This policy applies to:

- All employees, contractors, and volunteers.
- All enrolled students and learners.
- All premises owned, rented, or operated by Awaken Education.
- Educational trips, work placements, and off-site events supervised by the organization.

### 2. Core Principles and Prohibitions

Awaken Education operates a **zero-tolerance** stance regarding substance misuse on its premises or during organised activities:

- **Alcohol:** The consumption, possession, sale, or distribution of alcohol is strictly prohibited on all premises and during educational hours.
- **Illegal and Controlled Substances:** The possession, supply, use, or trafficking of illegal drugs and psychoactive substances (including "legal highs") is illegal and forbidden.
- **Intoxication:** No individual—staff, volunteer, or student—may attend work, lessons, or educational activities while under the influence of alcohol, illegal drugs, or inappropriately taken medication.
- **Prescription & Over-the-Counter Medication:** Prescribed medications that may cause impairment or drowsiness must be handled responsibly. Staff operating in safety-critical tasks must inform their supervisor. Prescriptions brought on-site by students must be declared in line with medical/safeguarding plans.

## 3. Rules and Expectations for Staff and Volunteers

**Professional Standards & Duty of Care**

- Staff and volunteers must present themselves in a fit state to carry out their duties safely and competently.
- Arriving at work impaired by alcohol or drugs is classified as **Gross Misconduct** and will lead to immediate removal from duties pending investigation.

**Disciplinary Action**

- Any substantiated breach—including being under the influence, possessing, or supplying illicit substances on site—will result in disciplinary proceedings up to and including summary dismissal.
- Any suspected criminal conduct (e.g., drug supply or possession of Class A, B, or C substances) will be reported directly to law enforcement authorities.

**Seeking Support**

- Staff struggling with alcohol or substance dependency are encouraged to seek confidential guidance early. Self-referrals made prior to a breach or incident will be met with supportive occupational and health guidance where possible.

## 4. Rules and Expectations for Students / Learners

**Student Conduct**

- Students are prohibited from bringing alcohol, illegal substances, drug paraphernalia, or unauthorised prescription medications onto educational sites or transport.
- Arriving at sessions under the influence of substances compromises individual and peer safety and is strictly forbidden.

**Procedures Following an Incident:**

1. **Immediate Removal:** Any student suspected of being under the influence or in possession of substances will be safely escorted from the learning area.
2. **Medical Assessment:** If the student shows signs of acute intoxication, poisoning, or medical distress, immediate first aid will be administered and emergency services (999) contacted.
3. **Safeguarding Involvement:** The Designated Safeguarding Lead (DSL) will be notified immediately to assess vulnerability, exploitation risks, or pastoral needs.
4. **Parent/Carer Notification:** If the learner is under 18 or a vulnerable adult, parents, guardians, or key care coordinators will be contacted immediately.
5. **Disciplinary Sanctions:** Disciplinary actions may range from formal warnings and behavioural support contracts to fixed-term exclusion or permanent expulsion, depending on severity.

## 5. Roles and Responsibilities

| Role | Key Responsibilities |
|---|---|
| **Management Committee** | Oversee statutory compliance, review policy efficacy, and hear final appeals regarding serious disciplinary matters. |
| **Health and Safety Officer (HSO)**<br><br>*(Lydia Jarvis)* | Monitor site safety, lead risk assessments, inspect premises, and maintain detailed logs of substance-related hazards. |
| **Designated Safeguarding Lead (DSL)**<br><br>*(Daniel Jarvis)* | Manage student safeguarding reports, assess risks of exploitation or harm, coordinate external agency/police involvement, and oversee welfare referrals. |

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|---|---|
| **All Staff & Volunteers** | Maintain professional boundaries, model positive behaviour, remain vigilant for signs of misuse, and report any substance concerns immediately. |

## 6. Emergency Incidents and Medical Emergencies

If an individual becomes unconscious, unresponsive, severely disoriented, or displays respiratory distress:

1. **Call 999** immediately for an ambulance.
2. Alert a designated on-site **First Aider** (Daniel Jarvis) to administer care.
3. Place the individual in the recovery position if safe and unconscious.
4. Keep any discarded packaging, containers, or substances found nearby to hand over to paramedics.
5. Record the incident on an official **Accident and Incident Report Form** and submit it to the HSO.

## 7. Discovery of Suspected Substances or Paraphernalia

- If suspected substances are discovered, staff must not taste, touch without protection, or discard them in regular waste bins.
- The item must be collected using gloves, secured inside a sealed envelope or container, and handed directly to the DSL or HSO in the presence of a witness.
- The DSL/HSO will store the item in a locked safe pending collection by the police or safe destruction via approved protocols.

## 8. Policy Review and Monitoring

This policy is reviewed annually by the Management Committee or updated immediately following major legislative or operational changes. Premises inspections are completed every six months to verify compliance across all operational environments.

## Key Contacts & Safeguarding Information

- **Designated Safeguarding Lead (DSL):** Daniel Jarvis (Level 3 DSL)
- **Health and Safety Officer (HSO):** Lydia Jarvis
- **Designated First Aider:** Daniel Jarvis
- **Direct Contact Numbers:** 07378846928 / 07456099714
- **Official Emails:** awakeneducationuk@gmail.com | info@awakeneducationuk@gmail.com
- **Emergency Services:** 999

**Signed on behalf of Awaken Education Ltd:**

D.jarvis -

