



Drugs, Substance Misuse, and Smoking Policy

1. Definition

The Caldecott Foundation defines 'drugs' as "any substance people take to change the way they feel, think, or behave."

This includes:

- **Over the counter (homely, PRN) and prescription medicines**
- **Legal drugs** such as alcohol, tobacco, and volatile substances (those giving off a gas or vapor that can be inhaled)
- **Illicit/controlled drugs** (as defined under the Misuse of Drugs Act 1971)
- **Psychoactive Substances**, designed to mimic the effects of illegal drugs and can be even more dangerous.

Substances are further defined as including, but not limited to:

- Alcohol
- Cigarettes
- Tobacco
- Aerosols
- Gas
- Glue
- Magic mushrooms (Amanita)
- Petrol
- Solvents
- Controlled substances such as nitrous oxide, amphetamines, barbiturates, cannabis, cocaine, hallucinogens, hashish, and heroin

Psychoactive Substances can cause similar problems to the drugs they mimic, including dependence.

2. Access/Use of Drugs and Substances

2.1 Purchasing/Obtaining Drugs or Substances - General

The consumption of alcohol, volatile, and illegal substances by young people is strictly forbidden at The Caldecott Foundation. Children and young people are also discouraged from engaging in such behaviour elsewhere. All reasonable measures must be taken to prevent children from obtaining controlled drugs or other harmful substances. If it is known or suspected that children are obtaining harmful products, whether from the streets, dealers, or other sources, the Manager, Responsible Individual and social worker must be informed. A strategy should be developed to prevent or reduce such access. If

the problem persists or is serious, relevant specialists, including the Police, should be informed.

2.2 Volatile Substances and Nitrous Oxide

In case of a medical emergency, refer to the First Aid and Administration of Medication Policy. [First Aid and Administration of Medication Policy \(trixonline.co.uk\)](http://trixonline.co.uk)

Managers must ensure that volatile substances (e.g., aerosols, gas, glue, petrol) are used only for their intended purposes. Individual risk can should be outlined in individual children's Safety Plans.

Nitrous Oxide, a colourless gas also known as 'laughing gas', is classified as a Class C drug under the Misuse of Drugs Act 1971. Possession is illegal for recreational use. For further information, see: [Nitrous oxide ban: guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

2.3 Controlled Drugs or Substances

Controlled drugs and substances, other than those prescribed by a medical practitioner, are not permitted in any home. Further procedures are outlined in the First Aid and Administration of Medication Policy, particularly regarding controlled drugs and medical emergencies.

2.4 Psychoactive Substances

Psychoactive Substances, often referred to as New or Novel Psychoactive Substances (NPS) or “Legal Highs”, are drugs designed to replicate the effects of illegal substances. Their manufacture and supply are legislated by the Psychoactive Substances Act (2016), although possession may not be illegal. The possession, consumption, or supply of psychoactive substances by young people (and adults) within The Caldecott Foundation will be treated as unauthorized drugs. See Guidance - [New Psychoactive Substances \(NPS\) - Resource pack for informal educators and practitioners \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

3. Smoking and Vaping

3.1 Smoking

- **Restrictions for Employees and Visitors:** Smoking is not permitted in front of children. The Caldecott Foundation is a no smoking site although we do have a designated smoking area for adults.
- **Education:** Adults should educate young people about the risks of smoking and related substances, promoting informed decision-making.
- **Support for Smokers:** For children/young people who smoke before entering the home, adults should encourage them to reduce or stop smoking. Support can be sought from the Looked After Children's Nurse or the young person's GP, and this should be discussed with the child's social worker and addressed in the Health Plan.
- **Prohibition:** Adults are prohibited from purchasing or giving cigarettes, tobacco, or materials for making or lighting cigarettes to children. For further details, see: [Rules about tobacco, e-cigarettes and smoking: 1 October 2015 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

3.2 E-Cigarettes/Vapes

- **Restrictions:** It is illegal for shops to sell e-cigarettes to under-18s or for an adult to buy them for minors. Vaping/e-cigarettes should be regarded as potentially harmful to health, similar to smoking.
- **Support for Vapers:** If children/young people are already vaping before entering the home, adults should support and encourage them to reduce or stop. This should be discussed with the child's social worker and addressed as part of the Health Plan. For those looking to quit smoking, they should be encouraged to contact the LAC Nurse, their GP, or local stop-smoking services.
- **Prohibition:** Adults are prohibited from purchasing or giving vapes to children. For further information, see: Electronic Cigarettes - [E-cigarettes: an evidence update \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

4. Prevention and Planning

The Manager of each home must ensure that appropriate information, guidance, and advice on the risks associated with harmful drugs, substances, and smoking are available to all children in the home. Any child known or suspected to be involved in drug or substance misuse or smoking must receive:

- Targeted information, guidance, and advice to help reduce or prevent such risks
- A strategy for managing the risk, outlined in an Individual Crisis Management Protocol

The strategy should include whether, and in what circumstances, the Police will be notified. Adults, in consultation with the Registered Manager, may contact local services such as [Drug and Alcohol Support | WithYou \(wearewithyou.org.uk\)](https://www.wearewithyou.org.uk) or [Young We Are With You \(Formerly AddAction\) - UK-Rehab](https://www.uk-rehab.org) for advice and intervention.

5. Emergency

If it is suspected that a child is misusing controlled or harmful drugs, substances, or smoking, and no strategy exists to reduce or prevent the behaviour, the Home Manager and relevant social worker(s) should be contacted to agree on the next steps, including whether the Police will be notified. If immediate risks make it impractical to contact the Manager or social worker, adults should take necessary actions and inform the Manager and social worker(s) at the earliest opportunity.

The actions adults should take include:

1. Protecting children, themselves, and others from injury while reducing or preventing criminal offenses.
2. If there is a risk of serious harm, injury, or a serious criminal offense, the Police should be notified.
3. For solvents, allow air to circulate freely and extinguish naked lights.

4. Provide emergency first aid and request an ambulance if anyone is unconscious, convulsing, or otherwise seriously ill, informing emergency services of suspected drug or solvent misuse.
5. Remove or confiscate drugs/substances and smoking materials safely, preferably with the cooperation of the child(ren) and by two adults who must record their actions, describing what has been obtained and how it has been stored or disposed of.
6. The use of Restrictive Physical Intervention may be employed by adults if they believe a child may be at risk of further harm, may be in danger of harming others or if there is a risk of serious damage being made to property. Conduct a search if necessary or call for the Manager or Call-out boundary to decide whether or not police assistance is required.

No further action beyond making the situation safe and attempting to confiscate harmful drugs, substances, or smoking materials should be taken without a manager's authorisation. If a manager is unavailable, adults should:

- Place legal but potentially harmful substances such as cigarettes, alcohol, aerosols, gas, glue, and petrol out of reach or dispose of them safely.
- Seal controlled substances in a clearly marked box or container and give it to the Manager to be taken to a competent authority (e.g., pharmacist or doctor) with a receipt obtained.

When safe to do so, notify the Manager and relevant social workers, and decide on further actions, including whether to involve the Police.

6. Notifications, Recording, and Review

6.1 Notifications

Any incidents must be immediately reported to the Home's Manager and the relevant social worker within one working day. Serious incidents (e.g., involving Police or other emergency services) must be reported to the Responsible Individual and assessed to determine if the incident is a Notifiable Event, as per the Notification of Serious Events Procedure. [Notification of Significant Events \(trixonline.co.uk\)](https://trixonline.co.uk)

6.2 Recording and Review

All incidents must be recorded in the Home's Daily Log and the relevant child's Daily Record. An Incident Report must be completed. The child's plans should be reviewed to incorporate strategies to reduce or prevent future incidents.

7. Further Information

For additional information, refer to:

- Legislation, Statutory Guidance, and Government Non-Statutory Guidance
- New Psychoactive Substances (NPS) Resource Pack for Informal Educators and Practitioners (Home Office)

- Useful Websites:
 - Frank - [new psychoactive substances](#)
 - Frank - Drugs A-Z
 - [Quit smoking – NHS](#)
 - [Using e-cigarettes to stop smoking – NHS](#)

. Caldecott Employee Health related Issues (Drug & Alcohol Statement)

The Foundation is aware of its responsibilities to provide for the health and safety of its employees and visitors to its premises and to ensure that a safe working environment is maintained. We also recognise that personal problems may give rise to drink or drug use problems. We encourage the adult concerned to seek help at the earliest opportunity. As a result of an issue being highlighted to us, we may seek to offer assistance and help the employee with the problem. However, this will not apply if the adult has been arrested, cautioned or convicted for an offense directly or indirectly arising from the problem with drink or drugs. Support offered may be for a specified amount of time and we may offer help in considering adjustments to work undertaken by the employee. The Caldecott Foundation expects that the employee will recognise that they have a problem and that they are committed to co-operating with us fully in the referral and treatment from appropriate sources. Where an employee fails to co-operate and there is deterioration in work performance, conduct or attitude this will be dealt with through the Foundation's disciplinary process.

To ensure the safety of the workplace the Foundation will implement a strict policy in relation to the consumption of alcohol or the taking of drugs at work which will be dealt with through the Foundation's disciplinary process.

Drivers of Foundation vehicles must not consume alcohol either during their period of driving or for a reasonable period prior to commencing driving to ensure that they are not intoxicated and incapable of driving in a safe and responsible manner. See <https://trixcms.trixonline.co.uk/api/assets/caldecottch/ec7aecca-bcbf-41b6-a433-a0413d14878b/safe-driving.pdf?version=0>

No employee should attend work in a state where they are intoxicated or still under the influence of alcohol. Any breach of this guidance will be dealt with through the Foundation's disciplinary process and may, as this is a gross misconduct offence, lead to the summary termination of employment.

Where it is established an employee has an alcohol related problem the Foundation may suspend the application of disciplinary action provided the employee is willing to co-operate with a referral to an appropriate drink counselling service and follow the advice and medication offered. Where an employee refuses to follow that advice and medication or continues to abuse the alcohol policy they may be subject to disciplinary action.

Alcohol will be allowed within moderation at Foundation sponsored functions where employees have been formally notified that the drinking of moderate amounts of

alcohol is to be permitted. This allowance does not affect any person who is driving a Foundation vehicle, and the guidance will still apply to those persons who should not drive where they have consumed alcohol.

Drugs Abuse Guidance

The possession, use or distribution of drugs for non-medical purposes on Foundation premises is both illegal and strictly forbidden.

Where an employee has been prescribed medication by their medical practitioner which may affect their work ability, they should discuss the problem, in the strictest confidence, with their immediate manager.

No person should undertake work for the Foundation whilst under the influence of any non-prescribed drug or other substance that may affect the ability to properly fulfil their duties.

No person should drive a Foundation vehicle where they are, or might be, under the influence of any non-prescribed drug or substance.

The Foundation reserves the right to search any employee, their vehicle or property (including workplace lockers) if there are reasonable grounds to believe that this policy is being infringed. A refusal to submit to a reasonable request to undertake such a search will normally be regarded as a matter to be dealt with through the Foundation's disciplinary procedure.

If the Foundation suspects that you have breached this guidance on drug abuse in any respect or that your work performance or conduct has been affected through such abuse the disciplinary procedure will be undertaken and such breaches are deemed to be gross misconduct that may lead to the summary termination of your employment.

Employees are reminded that they have a duty of care and will be expected to report to their immediate manager any concerns that they may have in relation to incidents relating to drink or drugs or where they suspect other adult of misuse or abuse.

The Foundation has a legal duty to notify the police where they believe that there has been a use of controlled drugs by its employees on Foundation premises or in vehicles.

Energy drinks in the workplace

It is known that the consumption of energy drinks has implications on one's health, in terms of high levels of sugar and caffeine. As an employee at the Caldecott Foundation, it is always important to present as a positive role model to the children and young people, and it is not in keeping with the Foundation's expectations, for adults to consume energy drinks whilst supporting and working alongside our children and young people.