



ST PAUL'S SCHOOL
Est. 1509

Drugs and Other Substances

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THIS POLICY IS AVAILABLE ON THE HANDBOOK PAGE OF THE SCHOOL INTRANET AND POLICIES PAGE OF THE SCHOOL WEBSITE AND CAN BE MADE AVAILABLE IN LARGE PRINT OR OTHER ACCESSIBLE FORMAT IF REQUIRED; SUCH REQUESTS CAN BE MADE BY EMAIL TO POLICYQUERY@SPTAULSSCHOOL.ORG.UK

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation.

1. Policy Aims

Young people face growing pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. Our purpose at St. Paul's is to do all we can to reduce these pressures, to educate children about the risks of involvement with drugs and to maintain an environment free from illegal drugs and from the temptation to use illegal drugs and other harmful or potentially harmful substances. The responsibility for the education of our pupils is shared with parents and effective communication and co-operation is essential to the implementation of the School's policy. The School offers advice to parents and also hopes that parents will share concerns with the School should they consider their son is involved in illegal drug usage.

It is also our purpose at St. Paul's:

To ensure compliance with the criminal law under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes.

To help develop in each of our pupils the moral courage to reject those parts of "youth culture" which may be harmful to their health, integrity, independence, opportunities and respect for the law.

To maintain the integrity of the School community, to reflect the wishes of parents, and to provide support and confidential counselling for those who may otherwise be tempted to take risks or experiment with illegal drugs.

To provide a firm disciplinary framework for dealing with pupils who bring illegal drugs into School and use or tempt others to use them at or away from School premises. **Pupils involved with illegal drugs in this way are liable to expulsion.**

To increase understanding of the implications and possible consequences of use and misuse, and the law.

To provide pupils with accurate information about drugs and other harmful or potentially harmful substances and make them aware of consequences of substance misuse.

To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing coping strategies.

To actively discourage the use of illegal drugs and to treat cases of illegal drug usage by pupils as serious misconduct which will be investigated, and, may lead to the imposition of sanctions against pupils.

This policy has been drawn up in accordance with the guidance contained in the DfE and ACPO advice for school (September 2012).

Parents are asked to give their wholehearted support to these aims.

2. Scope

The policy applies at all times when a pupil is in the care of the School. It will also apply to complaints or other incidents in or out of School where an individual pupil or the reputation of the School is affected, for example when one pupil is found to have offered illegal drugs or other substances to another.

3. Implementation of this policy

Implementation of this Policy will be based upon trust and understanding between pupils, staff and parents and is seen as being in the best interests of all pupils at the School. It is also meant to act as a positive and effective deterrent. The High Master takes overall responsibility for the Policy and its implementation, also for liaison with the Governing Body, parents and appropriate outside agencies.

The Surmaster (SPS) and Deputy Head (SPJ) will oversee the pastoral care implications of this Policy.

- **Education:** A continuing programme of education about drugs will be maintained throughout the School. The programme will be delivered primarily through the School's Personal, Social and Health Education programme which begins in the first year at the School and also in the course of PE, chemistry and biology lessons. All staff will, in addition, have their own contributions to make as appropriate situations present themselves. Tutors will also remind their tutees of the school rules regarding drug abuse and the consequences of failure to adhere to the rules at the start of each year.
- **Training of staff:** The programme of education for pupils will be complemented by regular in-service training for staff. The Surmaster will ensure that all teaching staff receive an update at least every three years.
- **Involvement of parents:** Parents will be kept informed of any changes or developments to the School's programme of drugs education. Parents will be invited to the School on certain occasions to discuss issues related to adolescence and youth culture.

Parents are also encouraged to contact the School if they feel that their son may have been offered, or in any way be involved with illegal drugs.

If Parents attending school premises appear to be under the influence of drugs or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead (DSL) (Richard Girvan at SPS, Tom Taylor (SPJ) or their deputies; Shelagh Willis, Alex Wilson (SPS) and Pippa Kershaw (SPJ) respectively).

If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to the DSP or a member of the senior management team who may telephone the police. If the DSP reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent until appropriate measures have been taken. These may include involving another member of the family, social services or the police.

- **Individual Pupils:** Help will be provided for any pupils genuinely seeking it as part of the School's pastoral care provision. The tutorial system and the presence of the School Counsellor allows pupils to discuss their anxieties about drugs or substances in confidence, if they need to do so. However, confidentiality will not be provided to any pupil who discloses that she/he is taking illegal drugs. A pupil coming forward with a drugs problem will receive help, but will also be required to go on to a programme of regular drug testing if they wish to remain at the school and receive its support.
- **Investigation:** The School will investigate any rumour about involvement with illegal drugs or substances. The investigation may involve segregating a pupil for no longer than necessary; asking him questions; asking him to give a written account of particular circumstances; searching his personal belongings; taking possession of property for analysis; and/or asking the pupil to provide a urine sample under appropriate supervision. Investigations will be conducted fairly and in accordance with natural justice. The pupil will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the High Master or Surmaster in the presence of the pupil's tutor or another teacher. Sources of information will not normally be disclosed. Parents will be kept informed so far as practicable.

4. Searching

- **Informed consent:** Before any search is undertaken consent will usually be sought from parents or from the pupil if he is of sufficient maturity and understanding. The member of staff leading the search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff if required. If the pupil refuses consent, he will be asked to say why he has refused. The School will be entitled to draw inferences from his response and general demeanour and the police may be informed. If a parent refuses consent, the School may draw inferences from the parent's general demeanour and the police may be informed.
- **Searches without consent:** In relation to alcohol and prohibited items as defined in Section 2 of the Misuse of Drugs Act 1971, the High Master, and staff authorised by the High Master, may search a pupil or a pupil's possessions, without his consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.
- **Searches generally:** If staff believe a pupil possesses or has stored drugs and substances, it may be appropriate for a member of staff to carry out:
 - a search of outer clothing; and/or
 - a search of school property, e.g. pupils' lockers or desks; and/or
 - a search of personal property (e.g. bag or pencil case within a locker).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or his possessions will be carried out in the presence of the pupil and another member of staff.

Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

Where the High Master, or staff authorised by the High Master, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item.

Where the pupil declines to allow a search, this will be taken into account in any subsequent disciplinary procedure.

5. Police involvement

If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

The School may use its discretion to decide whether police involvement is appropriate.

Testing for illegal drugs: If, outside the context of confidential counselling, the High Master forms a reasonable suspicion that a pupil has been involved with illegal drugs, the pupil may be asked to provide a urine sample under appropriate supervision (i.e. medical supervision with a member of the School staff present) at School premises or at an external laboratory.

Informed consent: The relevant consent to a drugs test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided he is of sufficient maturity and understanding and gives his informed consent in writing. The member of staff leading the search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

Notifying parents: Reasonable endeavours will be made, before a urine sample is taken, to notify a parent, or guardian of the requirement for a urine sample and the reasons for that requirement.

Testing procedures will be in accordance with standard good practice:

- care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated
- the urine sample will be poured into two clean sample bottles which will be sealed and labelled immediately in the pupil's presence. The bottles will then be placed in an appropriate envelope
- a member of the Medical Team will organise the paperwork. The donor will be asked to sign various seals and documents which confirm that the specimens are his. The donor will also be asked to sign a form which signifies that he has been satisfied with the collection procedure and gives consent for the results of the test being made available to the High Master
- the forms and one sample will then be sent immediately and securely for analysis .

Inferences may be drawn from a refusal of a test in these circumstances and may result in the pupil being required to leave the School community forthwith and/or the police being informed.

The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

- "*Drugs*" means controlled drugs including cannabis, Temazepam, LSD, cocaine, amphetamines, ecstasy and heroin and includes both illegal drugs and those that are legal when present in medicinal products of low strengths (and which may be obtained with or without a prescription).
- "*Involvement with illegal drugs*" includes possession, use, supplying and dealing with illegal controlled drugs or substances resembling illegal controlled drugs.
- "*Substances*" means all controlled drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a pupil.
- "*Reasonable suspicion*" means a suspicion based on a cogent reason stated by the High Master.
- "*Satisfied*" means "more likely than not" in the opinion of the High Master.

6. Discipline following misuse of drugs or substances

The School will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents.

The School will take temporary possession of a substance that is or is suspected to be an illegal drug to protect the pupil from harm and from committing the offence of possession. This is permitted in law. School staff will not attempt to analyse or taste an unidentified substance. The substance will be handed over to the police, who will be able to identify whether it is an illegal drug.

Appropriate counselling and support will be available to those pupils perceived to be at risk.

Where a pupil discloses to a member of staff that he/she is taking illegal drugs, the member of staff should make clear to the pupil that the information will be shared with the High Master and/or Surmaster. Given the seriousness of substance misuse, the pupil will be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

- **Supply, etc:** Those who sell illegal drugs, possess them with intent to supply, distribute them, to encourage others to use them, whether on or off school premises while under school auspices will be expelled.
- **Other Involvement:** In every other case where the High Master is satisfied that there has been involvement in illegal drugs on or off School premises while under School auspices, or where a pupil has tested positively to illegal drugs, the pupil will normally be expelled, as the health and safety of other pupils is directly at risk. Alternative sanctions, depending on all the circumstances, including the pupil's degree of involvement and at the sole discretion of the High Master after consultation with the Chairman of Governors may include a suspension.
- **Drug Testing:** As an alternative to expulsion in cases which do not involve supply or encouragement to others to use illegal drugs, the High Master in his sole discretion (after consultation with the Chairman of Governors) may permit the pupil to remain at School subject to a regime of testing without suspicion at intervals during the following two years. Drug testing will not take place during any period of external examinations. Both parents and pupils to whom the regime is offered would be required to sign consent forms describing the way in which the regime would operate. A pupil testing positive to illegal drugs while on this regime would be expelled immediately. All records of drug testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the School.
- **Review Procedure:** A decision to expel or require a pupil to leave will be subject to review by a panel of three governors upon written request made by the parents in accordance with the Review Procedure.

7. Monitoring

This policy will be reviewed:

- following any serious incident involving pupils and drugs
- following the issue of any new guidance from the Department for Education (DfE) and
- in any event, every three years.