



St Paul's School

FOUNDED 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@stpaulsschool.org.uk

Safeguarding Statement

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 always to 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 and opportunities 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 framework for response that balances protective disciplinary concerns with protective educational, welfare and safety concerns:
 - Education and Welfare
 - 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 provide welfare and safeguarding support for any pupil involved with illegal drugs, including support for underlying welfare concerns.
 - Discipline
 - To provide a 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 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. **Pupils involved with illegal drugs in this way may be liable to expulsion.**

This policy has been drawn up in accordance with the guidance contained in the DfE and ACPO Advice for Schools ([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.

Concerns about drugs that relate to the conduct of staff, volunteers or parents are generally outside of the scope of this policy.

However, such concerns, as and where they arise, will always be treated seriously, and will be addressed in accordance with the School's [Safeguarding and Child Protection Policy](#) and Procedures, and, where relevant, the [Staff Code of Conduct](#) and the [Staff Disciplinary Procedure](#). Examples include immediate safeguarding action where there is any concern that a child is under the care of a parent who is under the influence of drugs or alcohol, or who has driven to the school under the influence of drugs or alcohol.

The Designated Safeguarding Lead (or, in their absence, a Deputy Designated Safeguarding Lead) should always be consulted whenever a concern arises about drugs, regardless of whether the concern relates to the conduct of pupils, staff, volunteers or parents.

3. Definitions

In this policy, the following definitions apply:

- *"Drugs"* means controlled drugs including but not limited to cannabis, Temazepam, LSD, cocaine, Xanax, Valium, Ketamine, amphetamines, ecstasy and heroin and includes both illegal drugs, those that are legal when present in medicinal products of low strengths (and which may be obtained with or without a prescription) and psychoactive substances ("legal highs").
- *"Involvement with drugs"* includes possession, use, supplying and dealing with drugs or substances resembling drugs; or participating in a group, or being a member of a group that is using or possesses drugs, or substances resembling drugs.
- *"Substances"* means all controlled drugs and, in the appropriate context, alcohol (including e-cigarettes and other vaping paraphernalia), tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a pupil.
- *"Reasonable grounds"* means grounds considered reasonable, as agreed by the High Master or an authorised Deputy.
- *"Satisfied"* means "more likely than not" in the opinion of the High Master, or an authorised Deputy.

4. 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 Deputy Head Pastoral (SPS) and Senior 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, but also in the course of some PE, chemistry and biology lessons. All staff will, in addition, have their own contributions to make as appropriate situations present themselves. Reminders of the School approach around drugs will be issued in assemblies each year.

- **Training of staff:** The programme of education for pupils will be complemented by regular in-service training for staff. The Deputy Head Pastoral (SPS) and the Deputy Head (SPJ) 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.

5. Incidents involving drugs

Broadly speaking, the School response to concerns around drug use will fall into two categories: Pupils Seeking Support and Disciplinary Investigation, detailed below. In each case, the health, safety and wellbeing of all pupils will be held paramount. Any pupils that a disciplinary investigation reveals as being involved with illegal drugs will receive welfare support as well as any appropriate disciplinary follow-up.

If a pupil is suspected of being under the influence of drugs or alcohol on School premises, the School will prioritise the safety of the young person and those around them. If necessary, it will be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk, the School's Safeguarding and Child Protection Policy will come into effect and social services may need to be contacted. If appropriate, a drugs test may be administered by the School.

6. Pupils Seeking Support

Help without disciplinary intervention will be provided for any pupils genuinely seeking it as part of the School's pastoral care provision. Similarly, where the school forms a concern that a pupil may be using illegal drugs, for instance due to their presentation in school, and that their wellbeing is suffering, it may choose to reach out to that pupil and their family to offer supportive intervention.

Support in either of these cases may be provided through counselling, deterrent testing programmes and other interventions seeking to address and underlying wellbeing challenges that may be the root cause of a pupil's drug use. Drug support packages will be created in consultation with the pupil and parents, but may contain some compulsory elements. Subsequent inability to change behaviour around drug use may then lead to obligatory enhanced intervention, such as a period away from school in rehabilitation, or a disciplinary approach, depending on the circumstances.

7. Disciplinary Investigation

The School will investigate any credible allegation or suspicion about possession, use or involvement with drugs or substances on the school site, or about any pupil dealing or providing drugs; and may also choose to investigate any credible allegation or suspicion of drug use, possession or involvement with drugs by any pupil off the school site. The Deputy Head (Pastoral) (SPS) or Deputy Head (SPJ) will cause an investigation into the matter, to be undertaken with a view to establishing the facts. They may carry out the investigation themselves or ask the Deputy Head Pastoral (SPS or SPJ) or an Undermaster (SPS), or other senior member of staff to investigate if they consider it appropriate (hereafter, 'the Investigator'). The investigation will be undertaken in accordance with the procedures for serious misconduct within the Behaviour, Rewards and Sanctions policy. It will consider pupil welfare throughout. It may involve segregating a pupil for no longer than necessary; asking them questions; asking them to give a written account of particular circumstances; searching their personal belongings; taking possession of property (such as a mobile phone or school bag or wallet) for analysis; and/or asking the pupil to provide a urine sample under appropriate supervision. The pupil will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. The pupil shall be entitled to be accompanied and assisted by their tutor, an Undermaster, or an appropriate member of the pastoral staff (e.g. the Head of Mental Health & Wellbeing, Safeguarding Coordinator or the Chaplain) other than the investigator during the investigation, and in particular during any investigatory interview, for pastoral support throughout the process. The pupil will be encouraged to make a written statement in relation to the complaint or allegation. Appropriate welfare support will be put in place during and after any investigation.

8. Searches

Searches may take place (amongst other reasons) where there are reasonable grounds to suspect a pupil may be in possession of drugs. The School's [Behaviour, Rewards and Sanctions policy](#) outlines this procedure, in accordance with [DfE Guidance on Searching, Screening and Confiscation](#).

Where the person conducting the search finds anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item. In these circumstances, the School may therefore take temporary possession of a substance that is or is suspected to be an illegal drug. They will consult the police as soon as practicable regarding the appropriate handling of the item. It is at the School's discretion whether to divulge to the police the name of the pupil from whom the drugs were taken. The School will consult the police in taking this decision.

In any interim temporary possession of any such item, the School will ensure 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 witness present; store it in a secure location with access limited to senior members of staff. School staff will not attempt to analyse or taste an unidentified substance.

The school will inform parents/carers of an investigation into drugs, identify any safeguarding concerns and develop a support and disciplinary response (see below).

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

9. Police involvement

In any case regarding suspected illegal substances, 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 will also consult police as soon as practicable should a search discover any illegal drug or item believed to be an illegal drug, as per Search guidance referenced above.

The police may further be involved as part of any educational response to illegal drug use or possession by pupils.

10. Testing for illegal drugs

If, outside the context of confidential counselling, the School 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 they are of sufficient maturity and understanding and give their 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.

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.

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 and carried out by a member of the school medical team.

- A urine sample will be provided in controlled conditions, with supervision that respects pupil privacy but which makes as certain as possible that the sample provided is genuine and uncontaminated. This will generally be in the Health Centre bathroom. The pupil will be required to remove jacket/bag before providing the sample, and confirm they are not carrying any item that could be used as a substitute for their own urine.

- The urine sample will be poured into two clean sample bottles, one of which will be tested by a member of the school medical team. The second sample will be stored in the Health Centre. The donor will be asked to sign various seals and documents which confirm that the specimens are theirs and that they are satisfied with the collection procedure and understand the results of the test may be made available to senior staff as part of any disciplinary process.

11. Discipline following misuse of drugs or substances

The School will consider each substance incident individually in accordance with the Behaviour, Rewards and Sanctions policy, and recognises that a variety of responses will be necessary to deal with incidents.

In all cases, pupil welfare (that of the individual concerned and of the wider School community) will be a central consideration. Support will be available to those pupils perceived to be at risk, including counselling and sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

The following guidance will be consulted when awarding sanctions after a formal disciplinary hearing:

- **Supply, etc:** Those who sell or are involved in the sale of illegal drugs, possess them with intent to supply, distribute them, or otherwise encourage others to use them, whether on or off school premises while under school auspices may be expelled.
- **Other Involvement:** In every other case where the High Master (or an authorised Deputy) 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 may 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 (or an authorised Deputy) may include a suspension.
- **Additional Measures** available include the pupil committing to Deterrent Drug-Testing Programmes, via a Pupil Behaviour Contract.
- **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 procedure laid out in the Behaviour, Rewards and Sanctions policy.

12. Deterrent Testing Programmes

Deterrent drug-testing programmes can form an effective part of voluntary support programmes or as a required commitment as a support package following a disciplinary finding. The programme will be accompanied by consent forms describing their operation. Records of drug testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the School.

13. 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 two years.

14. External Agencies

[Annex B of the DfE/ACPO drug advice for schools](#) provides a number of useful contacts for drug-related services that might assist pupils, including those below.

FRANK is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com
Website: www.talktofrank.com

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk