



Drugs and Other Substances Policy

Contents

Drugs and Other Substances Policy	1
1 Introduction.....	2
2 Scope.....	2
3 Implementation of the Policy.....	2
4 Education	3
5 Training of Staff	3
6 Involvement of Parents	3
7 Individual Pupils	3
8 Investigation	3
8.1 Searching.....	3
8.1.1 Informed Consent	4
8.1.2 Searches without Consent	4
8.2 Confiscation and Disposal / Handover of Property	4
8.3 Police Involvement	4
8.4 Testing for Illegal Drugs	5
8.4.1 Informed Consent	5
8.4.2 Notifying Parents	5
9 Discipline following misuse of drugs or substances.....	5
9.1 Disciplinary Action in Response to Supply of Drugs	6
9.2 Disciplinary Action in Response to Possession of Drugs in School / during School trips	6
9.3 Disciplinary Action in Response to Other Involvement with Drugs	6
9.4 Drug Testing Regime	6
10 Policy Review Procedure.....	6

1 Introduction

Young people face pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. Our purpose as teaching professionals 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.

It is also our purpose at Trinity:

- To provide pupils with accurate information about drugs, including 'legal highs', and other harmful or potentially harmful substances and make them aware of consequences of substance misuse.
- 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 and well-being.
- To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing coping strategies.
- To provide support and confidential counselling for those who may otherwise be tempted to take risks or experiment with illegal drugs.
- 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.
- 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 or new psychoactive substances in this way are liable to expulsion.**

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

Parents are expected 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 the 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 Headmaster takes overall responsibility for the policy and its implementation, also for liaison with the Trinity Committee and the Whitgift Foundation, parents and appropriate outside agencies.

4 Education

A continuing programme of education about drugs will be maintained in the School. The programme will be delivered primarily through the School's Personal Development programme.

5 Training of Staff

The programme of education for pupils will be complemented by appropriate in-service training for staff.

6 Involvement of Parents

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/daughter may have been offered, or in any way be involved with illegal drugs.

This policy is available to parents via the school's website.

7 Individual Pupils

Help will be provided for any pupils genuinely seeking it as part of the School's pastoral care provision. The School Counsellor allows pupils to discuss their anxieties about drugs or substances in confidence if they need to do so, as long as the safety of the student or of other students is not considered to be at risk.

If disclosure of involvement with drugs, or requests for support, come after concerns have been raised by the school, or after the start of an investigation regarding bringing drugs into school, possessing them during school trips / activities or supplying drugs, the disciplinary response will take priority, with due regard to the welfare of the pupil. In other words, admitting to these behaviours will not result in the replacement of a disciplinary response by a pastoral one.

8 Investigation

The School will investigate any report of involvement with illegal drugs or substances. The investigation may involve segregating a pupil for no longer than necessary: asking him/her questions; asking him/her to give a written account of particular circumstances; searching his/her personal belongings; taking possession of property for analysis; and/or asking the pupil to provide a **urine and/or hair sample** under appropriate medical 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. Interviews will normally be conducted by the Senior Deputy Head in the presence of the pupil's tutor or another teacher. Sources of information will not be disclosed. Parents will be kept informed so far as practicable.

8.1 Searching

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/her possessions will be carried out in the presence of the pupil where possible 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. For transgender pupils, the pupil will be asked to specify the preferred gender of the searchers.

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

8.1.1 Informed Consent

Before any search is undertaken, consent will usually be sought from the pupil if he/she is of sufficient maturity and understanding. The senior member of staff leading the search will determine whether or not the pupil is able to provide this consent. If the pupil refuses consent, he/she will be asked to say why they have refused. The School will be entitled to draw inferences from their response and general demeanour and the police may be informed.

8.1.2 Searches without Consent

As per DfE Guidance Searching Screening and Confiscation (2018), the Senior Deputy Head and staff, authorised by the Headmaster, may search a pupil or pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. This includes alcohol, illegal drugs, tobacco and cigarette papers.

8.2 Confiscation and Disposal / Handover of Property

Where the staff find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize and retain or dispose of the item, taking police advice about its disposal or handover where necessary.

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.

8.3 Police Involvement

If the School seizes a controlled drug, or what staff believe to be such, the School will contact the police to arrange handover. Until it can be passed to the police, the substance will be placed in a plastic bag and labelled with the time and date of the seizure, along with the names of witnesses present, and it will be retained in a secure location.

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 in cases where controlled drugs are not found during a search.

8.4 Testing for Illegal Drugs

If, outside the context of confidential counselling, the Headmaster or one of his Deputies forms a reasonable suspicion that a pupil has been involved with illegal drugs, the pupil may be asked to provide a urine and/or hair follicle sample under appropriate supervision (eg the School Nurse with another member of the School staff present) at School premises.

Testing procedures will be in accordance with standard good practice:

- Care will be taken to make as certain as possible that the sample provided is genuine and uncontaminated.
- The sample will be labelled in the pupil's presence and then placed in the appropriate envelope.
- The supervisor will organise the paperwork. The donor will be asked to sign various documents which confirm that the specimens are his / hers. The donor will also be asked to sign a form which signifies that he / she has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Headmaster.
- The forms and one sample will then be sent immediately and securely to an accredited testing organisation.
- The other sample will be made available to parents to carry out their own test if they so wish.

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.

8.4.1 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/she is of sufficient maturity and understanding and gives his/her 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.

8.4.2 Notifying Parents

Reasonable endeavours will always be made, before a urine and/or hair follicle sample is taken, to notify a parent, or guardian of the requirement for a sample and the reasons for that requirement.

9 Discipline following misuse of drugs or substances

Where a pupil discloses to a member of staff that he/she is taking illegal drugs, the member of staff (except the counsellor as described above) should make clear to the pupil that the information will be shared with the Headmaster and/or Senior Deputy Head and the Designated Safeguarding Lead.

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.

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

9.1 Disciplinary Action in Response to Supply of Drugs

Those who sell illegal drugs, possess them with intent to supply, distribute them, encourage others to use them, whether on or off school premises can expect to be expelled. A decision to expel or require a pupil to leave will be subject to the normal procedures of appeal established by the Whitgift Foundation.

9.2 Disciplinary Action in Response to Possession of Drugs in School / during School trips

If a pupil brings illegal drugs into school or is found with them in school or on a school trip or visit the pupil can expect to be expelled. A decision to expel or require a pupil to leave will be subject to the normal procedures of appeal established by the Whitgift Foundation.

9.3 Disciplinary Action in Response to Other Involvement with Drugs

In every other case where the Headmaster 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 Headmaster after consultation with the Chair of Governors, may include a suspension and a contract.

9.4 Drug Testing Regime

As an alternative to expulsion in cases which do not involve possession of drugs in school / on school trips or visits, or supply / encouragement of others to use illegal drugs, the Headmaster in his sole discretion (after consultation with the Chair of Governors) may permit the pupil to remain at School subject to a regime of testing without suspicion at intervals during the following 2 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.

10 Policy Review Procedure

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)
- In any event, every 2 years

Author / Reviewer:	Sara Ward Deputy Head (Pastoral)
Date of last review:	September 2019
Policy approved by:	Senior Management Team
Date of Approval:	September 2019
Date of next Review:	September 2021
Governor committee responsible for oversight:	Welfare Committee
Chairperson of Governor committee:	John Crozier
Date of review by committee:	October 2019