DRUG AND SUBSTANCE ABUSE POLICY

SCHOOL POLICY
The School accepts neither the abuse, nor supply of drugs or substances. Emphasis is laid on the pastoral, physical and spiritual care and education of all members of the School. As part of the implementation of this policy, the Headmaster has appointed a member of staff responsible for Drug and Substance Education within the curriculum, namely the PSD co-ordinator. This policy applies at all times whether or not the pupil is in the care of the School.

Whatever the decisions of Parliament, the School identifies drug and substance abuse as harmful to the individual and both medically and morally disruptive to the corporate body of the School. The expression "drug and substance abuse" refers to the possession, use and supply of illegal drugs, NPS (new psychoactive substances), controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. The possession of CBD (Cannabidiol) infused products will be sanctioned.

The School’s Policy is that if it has evidence that a pupil has used, is in possession of or is involved in the supply of any drugs or substances, it reserves the right to expel the pupil from the school.

PARENTAL INVOLVEMENT
The School Rules are clear and explicit. A copy of the School Rules is given to each parent. It is part of the terms and conditions of a pupil remaining at the School that parents should accept these School Rules.

EDUCATION
Key Principles
• That pupils, parents, governors and staff should be aware of the school’s Drug and Substance Abuse Policy and of their own responsibilities in relation to the illegality of certain substances.
• That drug messages should be integrated across the curriculum.
• That a team of PSD teachers exists - led by the PSD co-ordinator - to teach the programme. They will be trained through INSET and internal working groups.
• That the content and methodology of the education programme is appropriate to the needs and maturities of pupils, reflecting pupils’ circumstances and knowledge of drugs. This involves careful lesson planning and the adaptation of available material by the PSD team, as well as the appropriate intervention of outside agencies such as speakers and drama groups.
• That key messages are reinforced in all phases of schooling.
• That our policy and practices complement those of other schools.
• That the whole school community is involved and aware of issues and policies: relevant information about the drug education programme will be disseminated to members of staff, spouses and matrons through tutor meetings in Houses (Housemasters will be reminded of this each September, and new members of staff will be briefed by the Head of PSD). Everyone must be aware of the rapidly changing scene, should be able to recognise signs of drug use, and be able to identify sources of personal support.

The policy and education programme will be regularly reviewed, re-evaluated by the Head of PSD and if necessary, by the Headmaster and the Deputy Head (Pastoral). Areas for review will include:
- trends of drug abuse in school and the wider local community (if any).
- the appropriateness of the curriculum provision - what is being taught, how much, by whom and by which methods.
- the level of drug awareness within the community (in Houses, Tutorials etc.).

INTERNAL PROCEDURES
Where a member of staff is aware of the possession of or abuse of any drugs or substances, the staff will take the following action:

• Refer to the Conducting a Search and Confiscation Policy prior to any search being carried out.

• Remove, if appropriate, the drug or substance and place it in a plastic bag or container. This should if possible, be in the presence of a witness (please refer, as above, to the Conducting a Search and Confiscation Policy).

• Take the pupil and, if available, the substance, to the pupil's Housemaster/Housemistress. The pupil must remain supervised, within the Housemaster/Housemistress private side until further notice. The Housemaster/Housemistress, depending on the circumstances, might consider confiscation of the individual's mobile phone.

• Report the full details (time, place, incident) to the Housemaster/Housemistress: this may involve waiting for the Housemaster/Housemistress to return to his/her House. (If the Housemaster/Housemistress is unavailable, contact the Deputy Head (Pastoral) without delay).

• The Housemaster/Housemistress should contact the Deputy Head (Pastoral) immediately.

• At a time as soon as possible after the event, put the details of the incident in writing and submit this report to the Deputy Head (Pastoral).

• Where possible, have the report countersigned by a witness.

• Make himself/herself readily available for any subsequent enquiry.

The Housemaster/Housemistress will investigate the matter and, as soon as possible, report his findings to the Deputy Head (Pastoral). The pupil concerned should be kept in the private side of the House at this time. The Deputy Head (Pastoral), in conjunction with the Headmaster, will then consider taking any or all of the following actions:

• The Deputy Head (Pastoral) will interview the pupil/pupils concerned in the presence of the Housemaster/Housemistress. The Housemaster/Housemistress will record the interview. The pupil/pupils may be required to make a written statement which they would sign and date, in the presence of a witness.

• Following the interview, the Housemaster/Housemistress should inform the parents and, where considered necessary, arrange for them to come to the school.

• The Deputy Head (Pastoral) will decide on any further action to be taken which may include for example terminating the enquiry, interviewing other pupils and the taking of a drug test (see procedure below). If suspension or expulsion is being considered, the matter will be referred to the
Disciplinary Committee and the matter will be dealt with in accordance with the School's Pupil Behaviour Policy. The pupil may be sent home while further investigations are carried out.

- The Deputy Head (Pastoral), in conjunction with the Headmaster will decide whether he/she should contact the police drug squad not only to report the incident but perhaps to ask for their assistance in identifying the substance and confirming its illegality. (Note: there is no legal obligation to inform the Police, but they may be able to give relevant support and advice.)

The Headmaster may at any time consult the Police, appropriate outside agencies, the Governing Body and the school's Legal Adviser.

The Headmaster is responsible for any liaison with the media.

**OUTSIDE ASSISTANCE**

The Deputy Head (Pastoral) and the PSD Co-ordinator liaise closely where necessary with the Police, Social Services, LEA and Health and Drug Agencies. The Headmaster is responsible for directing appropriate liaison with these agencies should any alleged abuse of drugs or substances be reported.

**TESTING**

Where the school has concerns that a pupil may be associating with drugs or substances, then it reserves the right to carry out a drug test. Circumstances in which the School might carry out a drug test include:

1. A particular event arousing the suspicion of the school staff.
2. A concern surrounding the appearance, behaviour and performance of a pupil.
3. Persistent tobacco smoking or vaping. Since smoking/vaping is a major social gateway to the smoking of illegal drugs, the School may regard persistent tobacco smoking as a reason to drug test a pupil.

It should be noted that:

- The improper use of solvents, and the use of NPS (new psychoactive substances), covered by The Psychoactive Substances Act 2016 and will be treated with the same degree of seriousness as Class A, B or C drugs.

- Consent for testing must be given by the pupil rather than the pupil's parents so long as they are deemed ‘Gillick competent’. Such consent will be obtained in writing. The member of staff leading the search will determine whether or not the pupil is able to provide the consent, and may request the additional opinion of a medically qualified member of staff. Where the pupil is able to give consent, parents will be informed once a drug test has been taken.

- If a pupil refuses to be tested they will be asked to say why they have refused. The School will be entitled to draw inferences from this response and general demeanour and the police may be informed. If a parent's consent is required and they refuse to consent to their child being tested the School may draw inferences from the pupil's general demeanour and the police may be informed.

- The school tests primary through Intelligent Fingerprinting, but urine or hair samples may also be requested.

**Medical Tests**

Through the School Doctor, the School has informed itself about secure and objective procedures for drug testing. Depending on the nature of the concern, the school reserves the right to test for drugs using a urine sample/ finger print technology/ and/or hair sample. These tests may be taken at the time of the concern, or at any time following it depending on the circumstances involved. A second sample will be collected and available to parents if requested.
The samples will be taken under medical supervision and a member of School staff will be present. They will be taken by trained individuals. All due care will be taken to respect the pupil’s privacy and human rights. The testing procedures will be in accordance with good practice and results stored and discarded in line with GDPR.

- 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.

- 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 school.

- The forms and one sample will then be sent immediately and securely to an accredited testing organisation.

The sole purpose in testing is to establish the presence of drugs where there is a reasonable suspicion of association. This suspicion may arise at any time in the School term or at any time when the pupil is deemed to be under School Rules or can be associated with the School: this includes school organised holiday courses or trips, coach weekends, exeats or extended visits which may include nights away from School.

When the School receives the laboratory report:

- reasonable attempts will be made to notify a parent by telephone
- if the result is negative, the second sample will be destroyed immediately
- if the result is positive, the second sample will be made available for independent analysis.

Subsequent action

If any drug test proves “Non Negative”, the school will treat this as evidence that the pupil has been using drugs and reserves the right to expel the pupil from School in accordance with the School’s Pupil Behaviour Policy. The matter will be referred to the Headmaster. The pupil will be asked to attend a meeting with the Headmaster accompanied by his / her parents or a member of the School staff chosen by the pupil, at which:

- the evidence of the “non negative” sample and all other relevant evidence will be put to the pupil and he / she will be invited to respond
- his / her response will be heard and considered and further enquiries will be made if necessary

The Headmaster will make a finding of fact based on the evidence and supported by reasons.

If the Headmaster’s decision is that the pupil has been using drugs, the Headmaster will outline the range of sanctions he is considering and will then, or at a later meeting if requested, hear mitigating circumstances and consider the pupil’s academic and disciplinary record before deciding on the sanction.

If the pupil is asked to leave, he / she and his / her parents may request a Governors’ Review of the decision in accordance with the School’s Terms and Conditions.

PASTORAL/MEDICAL CARE

Should a pupil be asked to leave the School as a result of a drug or substance related incident, the Headmaster may in exceptional circumstances consider making special arrangements for the continued educational support from the School. This could particularly apply if public examinations are involved. The Medical Officer may also recommend any medical or pastoral/psychological/remedial treatment which he / she felt would be a necessary follow-up to such incidents.
APPENDIX I GUIDANCE FOR STAFF

WARNING SIGNS

WHICH MAY CONSTITUTE REASONABLE GROUNDS FOR SUSPICION

Early detection of drug abuse is extremely important. If a young person’s drug abuse is identified at an early stage, it is easier for action to be taken to prevent any further abuse of drugs. Therefore all academic, pastoral and administrative staff need to be vigilant, particularly when they are in charge of activities which take groups of young people away from the school premises. Research has shown that first experiments with drugs by young people almost always involve a substance provided by a friend.

The signs listed in Table 1 below may indicate that individuals or groups of young people are abusing drugs. Their presence alone is not conclusive proof of drug or solvent abuse: many of them are a normal part of adolescence, but the presence of several signs together may point to a need for greater vigilance. Table 2 lists equipment which, if found in certain circumstances, might also give grounds for concern.

TABLE 1: Warning Signs in Individuals.

- Recent Context.
- Association with known drug dealers/users.
- Information supplied by parents, staff or boys/girls - including strong rumours.
- Talking to strangers near the Site or in town.
- Association with known smokers especially those not in peer or House group.
- Association with the drug culture (posters, clothes, hair style, drug slang).
- Avoiding supervision points.
- Behaviour, including excessive tiredness or occasional hyperactivity: mood swings.
- Lack of engagement in everyday tasks and normal school activities.
- Excessive spending or borrowing of money.
- Instinct.

and more seriously:

- Lack of appetite.
- Decline in performance at school.
- No interest in physical appearance.
- Sores or rashes, especially around the nose or mouth.
- Stealing money or goods.

TABLE 2: Objects that may indicate drug use.

- Cigarette papers (rizlas, especially giant size).
- Cardboard or other tubes (cannabis - even heroin).
- Shredded cigarettes, roll-up cigarettes, pipes (cannabis).
- Foil containers or cup shapes made from silver foil, perhaps discoloured by heat.
- Metal tins.
- Spoons discoloured by heat.
- Pill boxes.
- Plastic, cellophane or metal foil wrappers.
- Small plastic or glass phials or bottles.
- Twists of paper.
- Straws.
- Sugar lumps.
- Syringes and needles.
- Spent matches.
- Plastic bags or butane gas containers (solvent abuse).
- Stamps, stickers, transfers or similar items, decorated with e.g. cartoon characters (LSD).
- Paper (about 2 inches square) folded to form an envelope (heroin).

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