

Substance misuse management and education policy

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Staff Portal	✓
School website	✓



Substance misuse management and education policy

Who this policy applies to

This policy applies to all members of the school's community, including students, parents, employees, temporary staff, contractors, agency workers, visiting music teachers and other peripatetic workers, volunteers, governors, and all other people when working in or for the school. It applies whenever staff or volunteers are working with students, even where this is away from the school, e.g., on a school trip.

What this policy is for

This policy aims to:

- To educate, prevent and safeguard students against the misuse of drugs
- To work in conjunction with staff and parents to prevent the misuse of drugs both within school and outside the school community
- To support and help students pastorally who are involved with a drugs incident

Legal framework

- Misuse of Drugs Act 1971

Other relevant school policies

- Behaviour Policy
- Student Search and Belongings Policy
- Safeguarding (Child Protection) Policy
- First Aid Policy

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1. Introduction

1.1 This policy is aimed at Governors, teachers, parents, carers and guardians ('parents') and students. It is designed to give all parties a clear statement of the school's approach to education about substance abuse, its stance on the use of harmful substances by students at the school, the relationship between the school and parents, and the obligations placed on both the school and parents as a result.

1.2 We seek to secure the welfare and safety of our students as individuals and as members of a community. There is no assumption that children will use harmful or illegal substances, but a well-founded belief that they may exploit opportunities to do so. Avoidance of drugs in adolescent or university circles is difficult to secure; a decision to avoid substance abuse, based on high self-esteem and good knowledge of both the dangers and of oneself, can be developed in the context of a strong home-school relationship.

1.3 The rights of the individual must be balanced against the entitlement of others to welfare, safety, and good health. Students at the school should be prepared for the world beyond school and be encouraged to develop behaviours which will keep them safe and fulfilled in the long term. Students need to develop a sense of their obligations towards a community and the repercussions of pursuing their own interests without regard to the shared discipline in their chosen community. The school will approach breaches of discipline in the knowledge of the realities facing young people and their parents, while working to secure a safe and healthy environment for all its members.

1.4 The High Mistress has overall responsibility for the school's substance misuse policy and its implementation and will ensure that all staff are adequately informed and supported.

1.5 This policy should be read in conjunction with the following policies:

- Safeguarding (Child Protection) Policy
- Behaviour Policy
- Student Search and Confiscation Policy
- First Aid Policy

2. The statement of policy

2.1 The school has a zero-tolerance policy towards drugs misuse by members of the school and the illegal possession or transaction of those substances on its premises. The Behaviour Policy states that dangerous and/or illegal substances are forbidden in school.

2.2 The school defines 'in school' as being throughout school hours and on the way to and from school or sports, or in any organised school group, educational visit or activity, or out of school during the lunch-hour or at any other time during the school day.

2.3 The school defines 'drugs' as any substance which affects the way in which the body functions physically, emotionally, or mentally, and includes unauthorised/non-prescription medicines, volatile substances (solvents), alcohol, tobacco (including e-cigarettes, e-liquids and vaping), illegal drugs, new psychoactive substances and other unauthorised substances. For the purposes of this policy and in terms of school discipline, new psychoactive substances, otherwise known as "legal highs" (which are substances openly available from some shops and over the internet and which exploit loopholes in drugs legislation), will be treated in the same way as illegal drugs in accordance with the advice from the DfE and ACPO Drug Advice for Schools¹

2.4 The school has a pastoral duty towards its students. In certain cases, the school will treat the misuse of drugs as a predominantly pastoral matter, potentially including:

¹ <https://www.gov.uk/government/publications/drugs-advice-for-schools>

- When parents or students approach the school to share their concerns about, suspicions about or knowledge of their child's experimentation with alcohol abuse or drug abuse, particularly where this is accompanied by adverse changes in their child's behaviour or motivation.
- Drug or under-age alcohol possession for personal use (and not involving the supply of drugs to others) when a student is not under the responsibility of the school, when brought to the attention of the school by the student involved, other concerned students, parents, or the police.
- When the student genuinely wants the support and help of the school, in conjunction with parents and external agencies, to reject substance abuse and alter their conduct to fulfil the aims and ethos of the school; and
- When the school judges that there is no significant threat to the reputation of the school in taking a pastoral approach.

2.5 Misuse also includes:

- Supplying a student with illegal drugs outside of school, but the supplied drug then being brought into school.
- Being present when another student is misusing an illegal drug on school premises.
- Having contact with an illegal drug on school premises even if they have not been party to its purchase or import into school.

2.6 In instances involving the misuse or supply of illegal drugs or legal highs on the school premises, or during a school activity, the High Mistress will inform the student's parents and the police may be contacted. The school will carefully consider any such incident individually. However, it is likely that any student who is found in possession of these substances, or being under their influence, in school - or who has supplied them to others in School - will be permanently excluded from the school.

3. Guidance for Staff

3.1 The Responsibility of the school

3.1.1 The High Mistress has overall responsibility for all procedures relating to the misuse of drugs and must be informed via the Director of Pastoral Care (or another Deputy Head) immediately of any use, or suspicion of use, or discovery of prohibited substances in school.

3.1.2 If the High Mistress has reasonable grounds to suspect that a student is misusing drugs (as defined above), then she may require that student to submit to a drugs test. The school's drug testing procedure is described in Appendix 1.

3.1.3 In certain circumstances, where there are reasonable grounds to do so, including the suspicion that prohibited substances may be present on the school premises, the High Mistress may, following consultation with the police, search the school premises including by using drug 'sniffer' dogs.

3.1.4 The High Mistress and relevant Senior Staff (Deputy Heads) should liaise with the police where appropriate and agree a shared approach to dealing with specific drug-related incidents.

3.2 The Law on drugs

3.2.1 It is an offence under the Misuse of Drugs Act 1971²:

- i. to supply or offer to supply a controlled drug to another in contravention of the Act.
- ii. to be in possession of, or to possess with intent to supply to another, a controlled drug in contravention of the Act (it is a defence to the offence of possession that, knowing or suspecting it to be a controlled drug, the accused took possession of it for the purpose of preventing another from committing or continuing to commit an offence and that as soon as possible after taking possession of it they took all such steps as were reasonably open to them to destroy the drug or to deliver it into the custody of a person lawfully entitled to take custody of it);
- iii. for the occupier or someone concerned in the management of any premises knowingly to permit or offer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug.

² <http://www.legislation.gov.uk/ukpga/1971/38/contents>

3.2.2 Other legal considerations:

- The school acts in 'loco parentis' and therefore has responsibilities to individual students and to the whole school community.
- According to the guidance in DfE Searching, Screening and Confiscation (February 2018)³ the High Mistress or a member of staff authorised by the Head may search a student for prohibited items, which includes illegal drugs, alcohol, tobacco, e-cigarettes, and cigarette papers without their consent, if the High Mistress has reasonable grounds for suspecting that a student is in possession of a prohibited item. Any search must be carried out by a member of staff of the same sex of the student being searched and in the presence of another member of staff. (This is further explained in the Student Search and Confiscation Policy.)

3.3 Procedures

3.3.1 The school will investigate any individual incident and may impose sanctions in line with the Behaviour Policy. Parents will be informed.

1. A student is found in possession of a drug or suspected drug

3.3.2 Where a member of staff finds a student in possession of a Suspected Controlled Drug, that member of staff should:

- a. Either confiscate the substance (in front of a witness, if possible) and isolate the student, or isolate the student with the substance and accompany the student to the Director of Pastoral Care. In either case the student must be supervised at all times by a member of staff.
- b. In the presence of a witness, if possible, the Director of Pastoral Care, the substance should be put into a suitable, sealed container. The container should be accompanied by a description of the circumstances in which the substance was confiscated.
- c. The Director of Pastoral Care will seek police advice for analysis and disposal. The container should be securely stored in the Medical Centre prior to disposal.

3.3.3 In order to safeguard themselves, staff should record the time, place and circumstance of the substance coming into their possession. The substance must never be kept on the person of the member of staff, nor in a place of their own safe keeping.

2. Drug or suspected drug found on school premises or on a school activity / trip

3.3.4 Where a member of staff finds a suspected prohibited substance on school premises, that member of staff should:

- a. Take possession of the substance, taking note of the safeguarding advice above.
- b. Follow steps (a) to (c) in Part 1 above.

3.3.5 If this occurs on an overseas trip, the student may be sent home at the parents' expense.

3. A student discloses that they are using Drugs/Alcohol/Solvents, or a student discloses that others are using/selling Prohibited Substances

3.3.6 In these circumstances, whether the use, or alleged use, is in school or out of school, the member of staff must inform the Director of Pastoral Care.

4. A member of staff suspects a student of being under the influence of a prohibited substance

³ <https://www.gov.uk/government/publications/searching-screening-and-confiscation> last update January 2018

3.3.7 In these circumstances, the Director of Pastoral Care must be informed, and medical advice sought. The High Mistress may require the student to submit to testing for drugs in accordance with Appendix 1.

3.4 Drug or solvent misuse: recognising the warning signs

3.4.1 Early detection of drugs misuse is extremely important. If a young person's drug misuse is identified at an early stage, it is easier for action to be taken to prevent that young person's further misuse of drugs. Therefore, teachers 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.

3.4.2 The signs listed in Tables 1 and 2 may indicate that individuals or groups of young people are misusing drugs. Their presence alone is not conclusive proof of drug or solvent misuse: 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 3 lists equipment which, if found in certain circumstances, might also give grounds for concern.

TABLE 1	TABLE 2	TABLE 3
Warning Signs in Individuals	Warning Signs in Groups	Objects that may indicate Drug Misuse
Changes in attendance, and being unwilling to take part in school activities	Regular absence on certain days	Foil containers or cup shapes made from silver foil, perhaps discoloured by heat
Decline in performance in schoolwork	Keeping at a distance from other students, away from supervision points (e.g., groups who frequently gather near the gate of a school playground or sports field)	Metal tins
Unusual outbreaks of temper, marked swings of mood, restlessness, or irritability	Being the subject of rumours about drug taking	Spoons discoloured by heat
Reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups	Talking to strangers on or near the premises	Pill boxes
Excessive spending or borrowing of money	Stealing which appears to be the work of several individuals rather than one person (e.g., perhaps to shoplift solvents)	Plastic, cellophane, or metal foil wrappers
Stealing money or goods	Use of drug takers' slang	Small plastic or glass phials or bottles; silver cannisters

Excessive tiredness without obvious cause	Exchanging money or other objects in unusual circumstances	Twists of paper
No interest in physical appearance	Associating briefly with one person who is much older and not normally part of the peer group	Straws
Sores or rashes especially on the mouth or nose		Sugar lumps
Lack of appetite		Syringes and needles
Heavy use of scents, colognes etc. to disguise the smell of drugs		Cigarette papers and lighters
Wearing sunglasses at inappropriate times (to hide dilated or constricted pupils)		Spent matches
		Plastic bags or butane gas containers (solvent abuse)
		Cardboard or other tubes (heroin)
		Stamps, stickers, transfers, or similar items
		Shredded cigarettes, home-rolled cigarettes, and pipes (cannabis)
		Paper (about 2 inches square) folded to form an envelope (heroin)
<i>Tables 1, 2, and 3 are adapted from Liverpool Education Authority and TACADE materials)</i>		

3.4.3 All staff are also directed to the following documents:

- *Frank: "Honest Information About Drugs"*⁴
- *Frank: A-Z*⁵

4. Drugs Education

4.1 Introduction

4.1.1 As part of our care for the welfare of our students, the school believes it has a duty to educate and inform young people on the consequences of drug use and misuse, including alcohol and nicotine. The school believes that health education is a vital part of our overall care of our students.

4.1.2 We are committed to a developing programme of drugs education. We seek to:

- provide accurate information about substances

⁴ <https://www.talktofrank.com/>

⁵ <https://www.talktofrank.com/drugs-a-z>

- b. provide opportunities for students to acquire knowledge and understanding about the dangers of drug misuse
- c. provide opportunities for students to be equipped with knowledge, attitudes, and skills they need to avoid the misuse of drugs
- d. widen understanding about related health and social issues e.g., crime, HIV and AIDS
- e. enable students to identify sources of appropriate personal support
- f. provide opportunities to educate parents
- g. provide opportunities to educate staff

4.2 PSHE Programme and Drugs Education

4.2.1 The following talks are provided across the PSHE curriculum:

- DSM Foundation - Alcohol, Drugs and Risk-Taking; one in the MIV and one in the V
- Jay Aryanel - Smoking and Vaping
- Sabine Osborne-Grey - Drugs
- Bob Tait - Drugs and the Law
- Chip Somers - Drugs Education
- Zoe Shuttleworth IT Happens: 2 sessions for the VII and VIII - Drugs
- Parents are also educated via pastoral discussion evenings and the Teen Tips pastoral hub

4.3 Drugs Helplines

4.3.1 The **Department of Health's National Drugs Helpline** is called 'FRANK'. They have a confidential drugs advice service. The Helpline number is on 0800 776600

- The website is www.talktofrank.com
- An organisation called '**Release**' specialises in drugs information and advice.
- The admin and Helpline number is 020 7324 2989 (Monday to Friday 11.00 am - 1.00 pm and 2.00 - 4.00 pm)
- The website is www.release.org.uk

4.3.2 Further information about drugs and other useful helplines is given in Appendix 2.

4.4 Alcohol

4.4.1 The school recognises that alcohol is not an illegal substance (unless purchased by a child under the age of 18), and that it is considered to be socially acceptable when used in moderation. However, we also know that alcohol poses real dangers for young people. The school seeks to educate young people so that they can distinguish between acceptable and irresponsible drinking. The relevant aspects of the PSHE programme recognise that alcohol is a drug, and that young people are particularly vulnerable to its effects.

Specific aims of alcohol education at the school include:

- To educate students about the effects that alcohol has on the mind and body
- To help students to understand the relationship between alcohol consumption and risks to health (including accidents and long-term damage)
- To understand the various reasons (social, cultural, and religious) why people may choose to drink or not to drink
- To identify strategies for safer drinking

4.4.2 Further guidance on the school's policy on alcohol in specific settings can be found in the Educational Visits policy and the consent forms for major social events.

4.5 Smoking / Vaping

4.5.1 The school recognises that smoking and vaping is currently legal for those aged 18 or over but it will not condone or permit an activity which is so harmful to a student's health. A student found smoking or vaping 'in school' (as defined above) or on school trips, even if they are a member of the Senior School, is likely to receive at least a detention; repeat offences will be treated more seriously.

Appendix 1: Drug testing of students

- a) The High Mistress may require any student to submit to testing for drugs to ensure compliance with the school Behaviour Policy on illegal substances. Refusal (on the part of parents / guardians or the student) to consent to such testing may be treated as a serious disciplinary matter; however, it is our usual practice to seek to persuade parents to agree to testing for the reasons outlined above.
- b) The student may be given the opportunity to provide a biological sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school rules or policy. A sample or test in these circumstances will not form part of the student's permanent medical record.
- c) These tests will be carried out according to suitably approved procedures by the school medical team on the school premises in conjunction with the school's medical contact:

School Nurses: Mrs Clare Tamimi and the Assistant Nurse

- d) The school will inform the student and the parents/carers of the outcome of the testing as soon as the results are received from the medical team.
- e) Any further action deemed necessary will take into account the individual circumstances of the student / incident and will proceed in accordance with the school's Behaviour Policy. Further tests may be required according to a schedule to be drawn up by the High Mistress, which will depend upon the circumstances, and in some cases submitting to further tests may be made a condition of the student remaining at the school.

Appendix 2: Useful contacts

The following useful contacts are recommendations from the DfE and ACPO drug advice for schools, September 2012.

With you (previously Addaction)	Provides free, confidential support with alcohol, drugs, or mental health from one of their local services or online. They work with people on their own goals, whether that's staying safe and healthy, making small changes or stopping an unwanted habit altogether.	https://www.wearewithyou.org.uk/
ADFAM	Offers information to families of drug and alcohol users, and the website has a database of local family support services.	020 3817 9410 admin@adfam.org.uk www.adfam.org.uk
Alcohol Change	Works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems	020 3907 8480 contact@alcoholchange.org.uk https://alcoholchange.org.uk
ASH (Action on Smoking and Health)	A campaigning public health charity aiming to reduce the health problems caused by tobacco.	020 7404 0242 enquiries@ash.org.uk www.ash.org.uk
Children's Legal Centre	Operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.	www.childrenslegalcentre.com
Children's Rights Alliance for England	A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child.	info@crae.org.uk www.crae.org.uk
Drinkaware	An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.	www.drinkaware.co.uk
Drinkline	A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.	0300 123 1110
DrugWise	A centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information.	http://www.drugwise.org.uk/
FRANK	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.	0800 776600 (24-hour helpline) frank@talktofrank.com www.talktofrank.com

National Children's Bureau	Promotes the interests and well-being of all children and young people across every aspect of their lives.	020 7843 6000 www.ncb.org.uk
Family Lives	A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents and develops innovative projects.	0800 800 2222 www.familylives.org.uk
Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)	A national charity providing information for teachers, other professionals, parents, and young people.	01785 817885 01785 810762 (information line) information@re-solv.org www.re-solv.org
Smokefree	The NHS Smoking Helpline.	0800 169 0 169 www.smokefree.nhs.uk
Youth Offending Teams	Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18.	www.gov.uk/youth-offending-team