



6-13 Drugs, Smoking and Alcohol Policy

Policy

Drugs education is a major component of drug prevention and it is an entitlement of every pupil. All pupils are likely to be exposed to the effects and influences of drugs in wider communities and may also be exposed to the opportunities to try both legal and illegal drugs. The majority of GHS pupils will never use illegal drugs; many will try tobacco (including e-cigarettes or alcohol). However, we cannot afford to be complacent as drug abuse in one form or another cuts across all strata of society, all members of the school community are vulnerable and the personal and social impact of regular abuse is considerable.

The Drugs policy forms part of the PSHE and Citizenship Policy of the school and should not be seen in isolation from the Medicine Policy, Child Protection Policy, Confidential Policy and School Visits Policy.

The policy applies to all members of the school community, including those in our EYFS setting, within and around the school site, and on off-site visits.

This policy is reviewed annually by the Deputy Head (Pastoral) and the next date for annual review is **July 2017**, or sooner if legislation changes or events require. In accordance with the school's *Provision of Information Policy*, this document is available in hard copy from Reception to any interested parties, and on the school's website. It should be read in conjunction with:

- Behaviour and Discipline Policy
- Exclusions, Expulsion, Removal and Review Policy
- Child Protection Policy
- Confidentiality Policy
- Educational Visits Policy
- Medicine Policy
- PSHE and Citizenship Policy and Schemes of Work
- Searching Pupils and their Possessions Policy

Guildford High School is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy.

Definitions

- Illegal Drugs include the Class C drug Cannabis and Class A drugs Cocaine, Crack, Ecstasy and Heroin (1971 Misuse Drugs Act), psychoactive substances, formerly known as legal highs (Psychoactive Substance Act 2016)
- Legal Drugs include tobacco, alcohol, Ketamine and Volatile Substances such as lighter fuel which are deliberately inhaled. This category also includes any drugs known as 'legal highs' and e-cigarettes.
- Drug Use is drug taking, consuming of alcohol or using illegal drugs (or legal highs) which breach rules and require intervention.
- Drug misuse is when a person experiences social, psychological, physical or legal problems related to intoxication or the regular exercise of consumption or dependence.

Whilst we hope to influence pupils to make the right choices, illegal drug use on the school premises is unacceptable. Anyone involved in buying, selling, possessing or using tobacco (including e-cigarettes),

alcohol or drugs (except under medical advice) on the school premises or during a school activity off site may forfeit the right to remain in school through permanent or temporary exclusion, may face legal penalties or prosecution and school based sanctions. However, how any one incident will be dealt with will depend on its nature and the nature and severity of the sanctions imposed will depend on circumstances.

Any member of staff suspecting or hearing of any incident involving members of the school at times when they are under the school's authority should report it to the Headmistress, or, in her absence, the Deputy Head Pastoral. The Chairman of the Local Governing Body and the Chief Executive of United Learning will be kept informed of any illegal drug related incidents.

Drugs Education

It is part of our overall mission to provide our pupils with the knowledge, skills and attitudes which will enable them to make rational and informed decisions about drugs. It is widely acknowledged that proactive, preventative education is the best means for equipping young people to reject the temptations of illegal and legal drugs.

At GHS, Drugs Education is delivered through the PSHE programme, through the taught curriculum and during other more informal occasions as well as through working with parents. Outside agencies, including the police are invited to contribute to the programme. Our Drugs Education programme's aims are as follows:

- To enable pupils to make healthy, informed choices by increasing their knowledge of use and misuse of drugs
- To provide accurate information
- To ensure compliance with the law
- To increase understanding about the implications and possible consequences of use and misuse
- To enable the girls to identify sources of appropriate personal support

See PSHE Schemes of Work for content and resources used in drug education.

Management of drugs

The Headmistress will decide on the seriousness of any tobacco, alcohol or drug related incident and whether it can be managed internally by the school or if the police should be informed or consulted and if the name of the pupil should be withheld or divulged. The school has no legal obligation to report the incident. However, the school has a good relationship with the Police and could discuss the case with them and would contact the Police should any illegal drugs need disposal.

If the school becomes aware of the buying, selling (or taking) of illegal drugs outside of school or via social media, the school may take action on a case by case basis, taking into account the impact on pupil or peer group and the reputation of the school.

As a guideline staff should follow the procedures outlined below in a tobacco, alcohol or drug related incident:

- Appropriate measures should be taken to ensure the well-being and safety of the pupil(s). This includes dealing appropriately with any medical emergency by calling the emergency services, summoning the School Nurse and/or administering First Aid (if qualified). The action taken will depend on the circumstances of the incident.
- It is expected that staff will alert the Headmistress, or in her absence, the Deputy Head Pastoral of any suspected buying, selling, possessing or using of illegal drugs or legal drugs (including tobacco and alcohol). Staff should not attempt to investigate the issue by themselves, except on a school trip when they must discuss the necessary course of action with the SMT member on call. In the Junior School, staff must alert the Head of the Junior School, Mike Gibb, or the Deputy Head of the Junior School, Sheina Wright.

- Staff are permitted to take possession of any substance suspected of being illegal for the purposes of the prevention of an offence. This must be in the presence of a second adult witness. Staff should not analyse or taste the item. They should then seal the sample including the details of pupil's name/date/time/witness and store in a secure location. The Headmistress or, in her absence, the Deputy Head Pastoral may contact the police for identification, collection and disposal.
- It is important that those involved are not placed under undue stress, and pupils should not be pre-judged.
- Procedures should be fair, unbiased and impartial. Notes should be made during any meeting with pupils to discuss the incident and at least two adults should be present.
- The Headmistress or Deputy Head Pastoral will notify parents as soon as possible of any investigation taking place, unless this jeopardises the safety of the pupil. The pupil(s) and parents involved must be given the opportunity to give their account of an alleged incident.
- Parents may be contacted about the disposal of legal drugs, for example, alcohol or tobacco.

Drug Testing Procedure

Should there be a concern that a pupil is taking drugs then in-line with this policy, the school rules and safeguarding, it may occasionally be necessary for a drugs test to be carried out on a student. Different drugs stay in the body for differing lengths of time. When considered testing a pupil approximate detection times will be taken into account. The drugs that we are able to test for and their detection time are as follows (the time scales can depend on usage):

- Amphetamine 24-72 hours
- Barbiturates 1 day to 3 weeks
- Benzodiazepines 3-10 days
- Cocaine 24-96 hours
- Crack
- Methamphetamine 24-72 hours
- Methadone 24-72 hours
- Cannabis 1-3 days (light smoker) 3-5 days (moderate) 10 days (heavy user)

Should testing take place the following procedure will be followed by all members of staff:

- Alert the Deputy Head to the concern
- If a test is to be carried out the Deputy Head will alert the Headmistress and School Nurse
- The test will be carried out in the Medical room and the pupil will be asked to attend the School Nurse
- On arrival at the medical room the School Nurse and Deputy Head will explain the nature of the concern and drugs test procedure:
 - The pupil must take off their shoes and jacket
 - Provide a urine sample
 - Only to flush the toilet and wash their hands after they have handed over the sample
- A urine sample will be provided in a sterile receptacle in the medical room toilet.
- On handing the specimen to the School Nurse the pupil will sign the record book to confirm it is their own sample. This will be witnessed and countersigned by 2 female members of staff
- The drugs test is then performed by the School Nurse with both the pupil and staff members present. All parties will wait for the result
- Test results will then be confirmed and logged in the record book
- The result strips and specimen will then be stored in the Medical Room fridge for 48 hours
- If the result is positive the pupil will be accompanied by the Deputy Head to the Headmistress where the next steps will be decided

School Policy on e-cigarettes

Guildford High School does not allow e-cigarettes within school as they set a bad example to pupils and nicotine is an addictive substance. The same sanctions apply to e-cigarettes as apply to 'normal' tobacco.

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The ban on e-cigarettes anywhere on Guildford High School property applies to parents and visitors as well as staff and pupils.

Adult smokers

The ban on smoking tobacco or e-cigarettes obviously applies to adults on school premises or on off-site school activities as well as to pupils. If staff do smoke, they must do so off the premises and away from the immediate vicinity of the school.

Interviews

It is of paramount importance that any interviews take place with another adult present. It is good practice to:

- Explain that answers to questions will be written down
- Explain what has been alleged (although confidentiality may not allow the accused to be told by whom)
- Read through the notes, and ask the pupil to sign, date and time the notes, and ask the witness to do the same
- Inform the pupil of the next stages of the investigations

On suspicion, consent should be sought for any searches of pupils' belongings or searches of school property e.g. lockers, any searches must be in the presence of a second adult witness. Individuals should be aware that if consent is refused the school may proceed with calling the Police or their parent, or staff will undertake a search themselves. Every effort should be made to ask the Pupil to hand over substances, by turning out their bag or pockets, again in the presence of a second adult witness. The Headmistress will make the decision regarding further search strategies, in accordance with the policy on searching pupils and their possessions. Any members of staff undertaking a search must be **female** and there must always be at least **two** members of staff present, both **female**. A search without a pupil's consent can **only** be undertaken for *illegal* substances (illegal drugs), 'legal highs' and alcohol.

The decision to inform the police can only be taken by the Headmistress, or a member of SMT delegated to do so by the Headmistress. Any formal action taken against the pupil will be arranged by the Police at the local station.

Smoking

GHS operates a *no smoking policy and is a smoke free school*. Smoking is forbidden both on school premises, and whilst girls are involved in school activities off site. No girl may bring tobacco products onto the school premises. Any pupil who is found with smoking materials whilst under school control should be sent to her Head of Year, and the Headmistress and Deputy Head Pastoral will be informed (or the Head/Deputy Head of the Junior School in the case of Junior School pupils). All employees and adult visitors to the school are required to refrain from smoking on the school premises. Employees should be aware that smoking on school premises could well lead to disciplinary action.

Alcohol

Pupils are not allowed to drink or possess alcohol (including alcopops) on the school premises, except when it is provided legally and under adult supervision at an event such as a Sixth Form event. At such occasions moderate social drinking is permitted for girls and their guests.

Whilst under school control pupils are forbidden to visit licensed premises or to purchase alcohol. It is accepted that members of staff and adult visitors will refrain from drinking alcohol in school, except at occasional traditional social events.

Girls who break the rules on smoking and drinking of alcohol can expect to be the subject of sanctions of a magnitude which reflects the seriousness of their misconduct. The ultimate sanction of temporary or permanent exclusion may be necessary for especially severe cases, or irresponsible or persistent offences. If a pupil is caught drinking alcohol on a school trip she is likely to be sent home immediately.

Members of staff may occasionally consume alcohol at staff events on school premises or at school events such as concerts. It is also acceptable for staff to consume moderate amounts of alcohol on school premises for informal social events such as bidding farewell to a departing colleague, or celebrating successes. It would be completely unacceptable for a member of staff to teach a lesson, run an activity or in any other way take responsibility for pupils whilst obviously under the influence of alcohol. Doing so could well lead to disciplinary action. On residential school visits, staff must exercise caution in their consumption of alcohol and should never drink enough to be unable to deal with a serious incident, should one arise. It is recommended that at least one member of staff remain absolutely 'sober' at any given time whilst on residential visits. This is absolutely essential if staff would need to drive in an emergency, or if they are in a remote location.