



## Drugs Policy (A4)

Scope:	Senior School
Release date:	October 2017
Review date:	October 2018
Author:	Senior Deputy Head
Reviewer:	Deputy Head Operations
Approval body:	Risk and Governance Committee of the Board of Governors

### Linked Documents

This Policy should be read in conjunction with the:

- Exclusions Policy (A1)
- Behaviour Policy (A4)
- PSHCE Policy (A5)
- Safeguarding Policy (A6)
- Medical Form (Internal)

### Acronyms

ACPO Association of Chief Police Officers  
DfE Department for Education  
PSHCE Personal, Social, Health and Citizenship Education

### Availability

This policy may be viewed on the School website, and a printed copy is available upon request from the School Office/Pupil Services Team.

## **Policy Procedure**

This policy has been drawn up with close reference to the DfE and ACPO document Drug advice for schools (September 2012)

The School condemns the misuse of drugs and supply of illegal substances. The School recognises the importance of maintaining a healthy safe working environment for pupils and staff and will take action to maintain their well-being.

## **Definitions**

The term drug encompasses both legal and illegal substances (medicines, volatile substances, alcohol, tobacco, all substances that provide an intoxicating or hallucinogenic effect and illegal drugs). For the purposes of this document, reference will be made to authorised drugs and unauthorised drugs.

While ensuring that pupils and staff are made aware of the school rules regarding various substances and that National Curriculum requirements are broadly followed, our aim is to integrate education connected with broader drug-related issues across the curriculum and throughout the age range of the school. This will include providing pupils with the necessary knowledge and skills to enable them to make informed choices, personally and socially.

Alongside the existing PSHCE programme, we aim to develop, monitor and evaluate activities such as specifically focused lectures from experts. The Head of PSHCE, working alongside Heads of Section, will be responsible for ensuring that there is progression from one year group to another. In-service training requirements for staff are to be discussed with the Senior Deputy Head.

When considering possible strategies within the PSHCE programme, the Head of PSHCE and Heads of Section will refer to the latest Government guidelines for Drug Education at Key Stages 3, 4 and 5.

The School believes that all pupils, staff and parents have a duty to take action when they learn of the misuse of drugs.

## **Voluntary Admission of involvement with unauthorised drugs**

If a pupil or a parent or another pupil on behalf of a fellow pupil genuinely seeks help with a drugs-related matter, the pupil concerned will be dealt with in a non-disciplinary manner. The School will try to give the pupil concerned help, support and advice. We will treat any conversation or information given with sensitivity and will not share it indiscriminately. We may have to share information, only on a 'need to know' basis, so that other professionals can take appropriate action.

The approach outlined above will not apply in the following circumstances:

- If a pupil is discovered dealing in unauthorised drugs or being in possession of them with intent to deal, they will be permanently excluded.
- If a pupil is found to be using, in possession of, under the influence of, or providing others with unauthorised drugs when they are identified with the School, they should expect to be permanently excluded.

A pupil having made a voluntary admission may be asked to submit to a programme of drug testing. Parents/Guardians/Carers will be asked for their permission as a condition of the pupil's re-entry to the School.

### **Voluntary Admission of involvement with authorised drugs**

If a pupil, parent or another pupil on behalf of (a) fellow pupil(s) genuinely seeks help with a drugs-related matter, they will be dealt with in a non-disciplinary manner. The School will try to give help, support and advice. We will treat any information that is given with sensitivity and will not share it indiscriminately. We may have to share information, only on a need to know basis, so that other professionals can take appropriate action.

The approach outlined above will not apply in the following circumstances:

- If a pupil is discovered in possession of authorised drugs which are forbidden in a school context they should expect school sanctions to be applied.
- If a pupil is found to be using, under the influence of authorised drugs forbidden in a school context, or when they are identified with the school they should expect school sanctions to be applied.

### **Drug Testing**

The School reserves the right to require a drug test at any point in a pupil's school career. Should a pupil refuse a test, the Headmaster will have to weigh the balance of probability to decide if this is as a result of a Drugs Policy infringement. A pupil may make a voluntary admission at the time that they are asked to take a test.

Such a regime allows pupil a useful refusal strategy when confronted with a situation in which they are offered drugs. They will be encouraged to resist peer pressure by being able to refuse on account of the School's drug testing policy.

## **Rules and Guidelines**

### **Unauthorised Drugs: Illegal Drugs**

The possession of unauthorised drugs (illegal drugs) and paraphernalia associated with unauthorised drug taking in school or in any way associated with the School is not acceptable.

Should any pupil be found in possession of, using, or dealing in an illegal substance, while on the school premises, on a school trip or out of school when in school uniform, or at an event associated with the School then the Headmaster reserves the right to inform the police. In the case of dealing or supplying illegal drugs, the parents of the pupil concerned will be immediately required to remove that pupil permanently and without question. In cases of drug use either in school or elsewhere where use can be associated with the School, parents should expect to be asked to remove that pupil immediately and without question. Where parental withdrawal of a pupil as a result of illegal drug supply or illegal drug use is not forthcoming, the Headmaster in consultation with the Chair of Governors (or his nominee) will demand that the pupil is removed with immediate effect.

If a member of the School is found using or dealing in drugs outside of school, then the School also reserves the right to demand that pupil to be removed indefinitely.

A pupil in possession of a substance which he/she believes or even claims to be an illegal substance is committing an equally serious offence. The School may, therefore, demand that pupil is removed indefinitely.

### **Temporary possession and disposal of suspected unauthorised drugs**

The Law permits school staff to take temporary possession of a substance suspected of being an unauthorised drug for the purposes of an offence being committed or continued in relation to that drug. The School will liaise with relevant authorities for the disposal of the material.

### **Searches**

Searches will only take place where there is reasonable suspicion that unauthorised drugs, materials which are passed off as unauthorised drugs (or authorised drugs which contravene school policy) are on site.

Staff will not conduct personal searches, but every effort will be made to persuade the pupil(s) involved to hand over voluntarily any drugs. Such requests and handovers should be carried out with an adult witness.

Where an individual refuses and the drug is believed to be an unauthorised drug the police will be called. The police can conduct a personal search. Staff may search school property, for example, lockers, if they believe unauthorised drugs or authorised drugs which contravene school policy to be stored there. Prior consent will be sought, and individuals will be made aware that if consent is refused the School will need to balance the likelihood that an offence has been committed against the infringement of privacy.

## **Authorised Drugs: Alcohol**

Under no circumstances is alcohol to be consumed on the school premises by pupils or staff during the course of the school day.

If a pupil contravenes this rule, the appropriate Head of Section must be informed immediately, and the matter will then be discussed with the Senior Deputy Head and, if serious, the Headmaster, so that advice and/or sanctions can be administered. The parents of the pupil will be informed, and suspension may occur.

Under no circumstances is alcohol to be consumed on school premises by pupils.

In the case of school trips, the policy is that pupils are not permitted to drink alcohol.

## **Authorised Drugs: Medicines**

Pupils should be made aware that any medicine, prescribed or non-prescribed, is for their personal use only and under no circumstances should they allow it or make it available to be used by anyone else.

### **Prescribed medicines**

The relevant Form Tutor must be informed, by letter, if a pupil needs to use prescribed medicines in school. Following discussion with the parents and Head of Section, the Form Tutor may choose to share this information with other teachers

Prescribed medicines, which require refrigeration, should be taken to Reception where designated refrigeration facilities are available.

### **Non-prescribed medicines**

Pupils should not bring non-prescribed medicines on to the premises.

### **Authorised Drugs: Volatile Substances**

Pupils should not bring volatile substances (eg solvent-based materials) into school.

To aid coursework (in certain subjects), older pupils may be given permission to purchase and bring into school specific substances, such as varnish or spray fixative. Such materials can only be used under supervised conditions.

If a pupil is found to be using solvent-based materials inappropriately, the relevant Head of Section must be informed immediately. Liaison with the Senior Deputy Head will then occur so that advice and/or sanctions can be administered. The Headmaster will be informed, as will the parents of the pupil.

### **Authorised Drugs: Tobacco**

Wisbech Grammar School is a non-smoking site.

If any pupil is found smoking, including the use of e-cigarettes, while on the school premises, on a school trip or out of school when in uniform/sixth form dress/sports kit or on the way to or from school, he/she will be referred to the appropriate Head of Section. Sanctions will be imposed, normally a Saturday Detention.

Pupils who offend repeatedly run the risk of Suspension.

### **Authorised Drugs: High Energy drinks containing caffeine**

Pupils may not bring to or consume on school premises or to and from school, or on school trips energy drinks with a high caffeine content (eg Red Bull, Relentless, etc.). If found under the influence of or in possession of such drinks the Head of Section will be informed and sanctions imposed, normally an after-school detention. Pupils should be aware that such drinks are illegal in other countries including EU neighbours.

## APPENDIX 1

### GUIDANCE FOR STAFF DRUGS POLICY

Should a member of staff:-

1. suspect that a pupil may have in his/her possession substances which are thought to be harmful, illegal or deserving of investigation; or
2. discover substances which are thought to be harmful, illegal or deserving of investigation;

he/she must follow the guidelines given below.

#### Removal from either a place or a person

##### a) **Place**

Lockers are school property and may be checked from time to time. If it is suspected that an illegal substance may be found, **at least two members of staff must be present**. Remove the substance and follow the guidelines outlined below.

##### b) **Person**

If a pupil is suspected of having a harmful or illegal substance about their person or amongst their personal possessions, **at least two members of staff must be present** before the following procedure can occur:-

- The suspicion must be made known to the pupil.
- A member of staff may then ask, not demand, the pupil to empty their pockets and/or bags.
- The pupil must agree.
- If the pupil refuses to comply with the request, **on no account should staff perform a search**. The School will then decide whether to call in parents and/or the police.

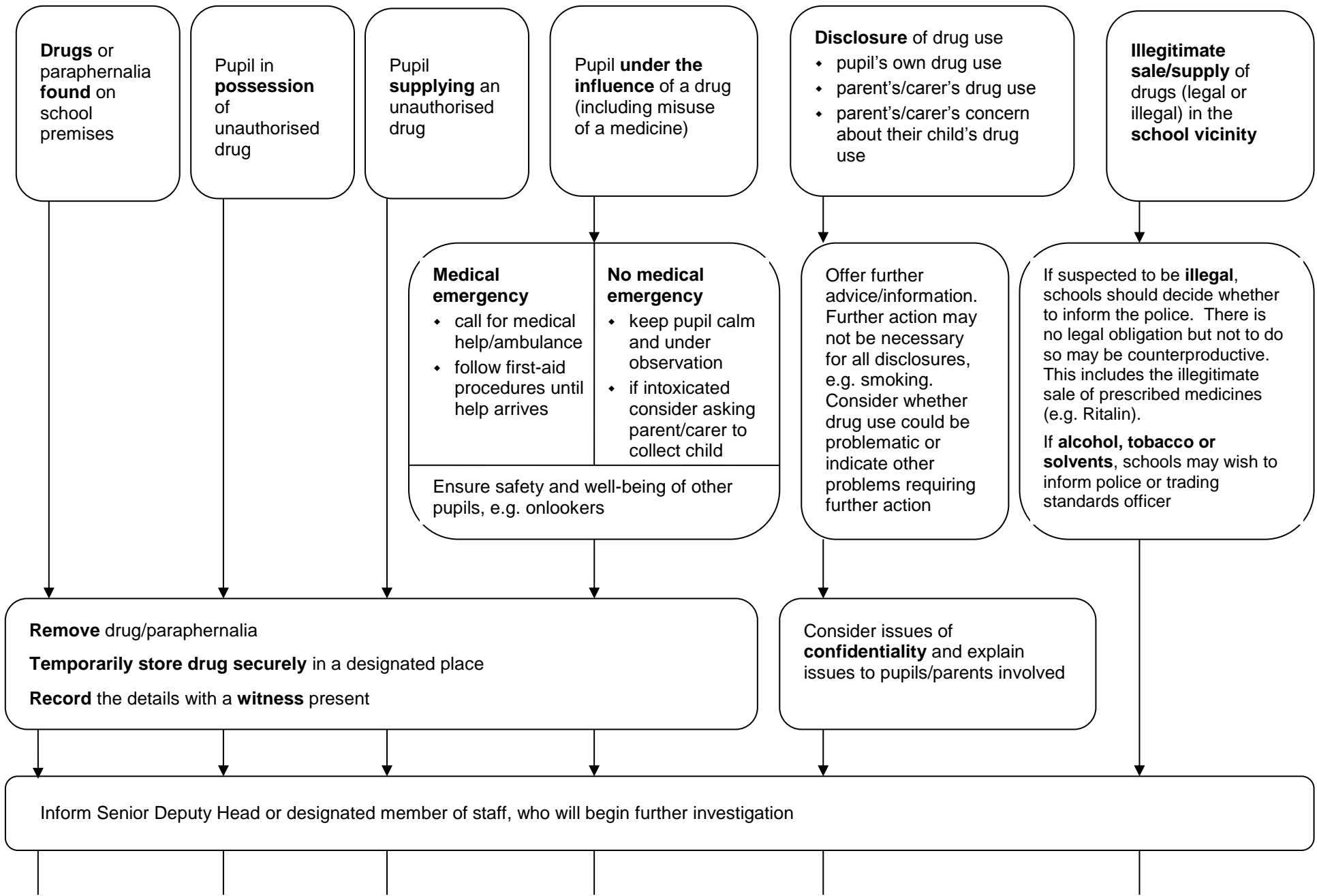
1. The following guidelines should be observed at all times:-
2. Upon removal of a substance, record the time, place and circumstance when the substance came into your possession.
3. Do not investigate the nature of the substance, but do record its approximate size and appearance.
4. When possible, have the recordings countersigned by a witness.

5. Take the substance immediately to the Senior Deputy Head. Do not keep the substance on your person or in a place of safekeeping. To do so may place you at risk. (If on a trip ensure that you have made contact with your nominated Senior Team link as a matter of urgency).
6. In the presence of the Senior Deputy Head, place the substance in a suitable sealed container. The Senior Deputy Head, you and, where possible, the witness, should sign and date the package. An official report should be completed, recording the time, date and circumstances of the findings.
7. The Senior Deputy Head/Headmaster will arrange for the removal/disposal of the substance in an appropriate way.
8. In the event of the discovery of any equipment associated with substance use, especially needles and syringes, pupils should not be allowed to handle such items. All equipment found must be handled by adults with utmost care. The Senior Deputy Head/Headmaster will ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

**Media Enquiries:** Any media enquiries are to be dealt with by the Headmaster or his nominated member of staff. On no account should a member of staff pass on information or engage in discussions with members of the media (or wider public) without the permission of the Headmaster. Any such unapproved contact with the media would be viewed as a serious disciplinary matter.



'Drugs' refers to all drugs including medicines, volatile substances, alcohol, tobacco and illegal drugs



Responding to incidents involving drugs

