



DRUGS POLICY

This is a whole-school policy, within the framework of which the Primary School and the Nursery policies operate as appropriate.

Queen Elizabeth's Grammar School aims to provide a supportive and nurturing environment in which all pupils and students are enabled to develop their learning and personal skills. It strives carefully to prepare them for the opportunities, responsibilities and experiences they may encounter in their future lives and this policy has been written in accordance with this aim.

Rationale

It is our aim to help all pupils to be able to take their place safely in a world where a wide range of drugs exists. We recognise that some drugs have beneficial medicinal effects, but also that every drug has potential harm. For this reason, all drugs need appropriate and responsible care and management. In order to be able to make informed choices, staff, students and pupils need to understand the nature of drugs, their social and legal status, their uses and effects.

Whilst this policy refers principally to students and pupils, it applies to every member of the school community: teaching staff, support staff, students and pupils

The Head takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and appropriate outside agencies and for the appointment within the school of a Substance Co-ordinator to whom is delegated general responsibility for the implementation of this policy. At Queen Elizabeth's Grammar School, the substance co-ordinator is the Deputy Head (Pastoral). The Head will ensure that all staff required to deal with substance abuse are adequately supported.

Definition of a drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes illegal substances and also legal substances such as: alcohol & tobacco, volatile substances, over the counter & prescription medicines.

The presence on site of pupils, students or staff whose capacity to work or study is impaired owing to consumption of drugs will be regarded as a serious disciplinary offence.

The School is, in accordance with current law, a non-smoking site and all staff and pupils are aware of this. Adults who smoke on site will be liable to a disciplinary response or, in the case of pupils those who smoke in the vicinity of the site or anywhere while wearing school uniform (including Sixth Form and equivalents) will be subject to a disciplinary response in accordance with school rules and the infringement charts.

Aims of the policy

- To support the school's endeavour to maintain the safety and well-being of all pupils, students and staff

- To clarify legal responsibilities, entitlement and obligations
- To support all the members of the school community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency
- To develop a whole school approach to drug education in the context of the curriculum of the school

Policy background

This policy has been written with reference to national and LA guidelines and been informed by relevant research data.

Drug Education

In response to shared concerns at a local and national level, the school states its belief that, as part of its care for the welfare of its pupils, the school has a duty to inform and educate young people on the consequences of drug use and misuse. The school takes a pro-active stance on this matter, believing that health education (consult Health Education Policy) is a vital part of the personal and social education of every pupil. The school seeks to share with parents the responsibility for the education of young people about drugs.

The school supports the following educational aims in respect of the use and misuse of substances.

- a. to ensure that members of staff are appropriately trained to instruct and counsel pupils about the use and misuse of substances
- b. to enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills.
- c. to provide accurate information about substances.
- d. to increase understanding about the implications and possible consequences of use and misuse of substances.
- e. to widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS.
- f. to seek to minimise the risks that users and potential users face.
- g. to enable young people to identify sources of appropriate personal support both inside and outside school.

These aims are fulfilled through aspects of the pupils' experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. The school delivers the taught curriculum mainly through PSHE, Science and English; but other opportunities to reinforce learning occur in other parts of the teaching programme.

Links with Outside Agencies and the Media

The school actively co-operates with other agencies such as Community Police, Social Services, Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse.

The Head will take responsibility for liaison with the media. As the issue of substance misuse is an emotive one and likely to generate interest from the local media, the school will take

appropriate advice and guidance in an effort to ensure that any reporting of incidents remains in the best interests of the young people, their families and the school.

Drugs on school premises

The legal definition of premises of a school includes everything within the property boundaries including buildings, outbuildings, playgrounds, fields and also extends to include other settings such as vehicles, boats, marquees or any venue managed by the school at the time e.g. premises of a school trip or visit.

Medicines

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety.

Alcohol

No alcohol will be consumed during the course of a normal school day. Pupils, students, staff and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school. Parents will be asked to collect their children. Appropriate disciplinary action will be taken.

Smoking

The school is a no smoking site at all times. Pupils and students are not permitted to bring to school smoking materials, including matches, lighters and vaping devices. In the interests of health and safety, should a pupil or student be found in possession of any of these on school premises, they will be confiscated and parents informed. Appropriate sanctions will be implemented.

Illegal drugs

No illegal drugs are allowed to be brought on to, or used on school premises

Solvents

The school will ensure that potentially hazardous substances are stored safely, and pupils/students will be supervised if it is necessary that they come into contact with them in the course of their work. Pupils and students are not permitted to be in possession of sniffable products

Responses to drug related incidents

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises
- Possession of drugs by an individual on school premises
- Use of drugs by an individual on school premises
- Supply of drugs on school premises
- Individuals disclosing information about their drug use
- Rumours of parents, staff, students or pupils using drugs
- Reports of parents, staff, students or pupils using drugs

The school is aware of its legal responsibilities in regard to drug related incidents and in responding to incidents, seeks to work in line with local and national guidance. A member of the SMT will normally be responsible for co-ordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Incidents will be dealt with after making an assessment of the situation and will be reported to the Head. All incidents and responses will be recorded within 24 hours.

Appropriate support will be offered to those with substance related problems. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than conduct a wider investigation.

Evidence of drug use or possession will not necessarily result in permanent exclusion. Permanent exclusion will only be considered in serious cases and will be in accordance with Local Authority guidance on exclusions. A case conference will be called if necessary. Each case will be assessed and levels of sanctions may vary according to the seriousness of the incident and the pupil's/student's involvement.

Individuals in possession of drugs

If any pupil, student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. If the drug is suspected to be illegal, the school may wish to contact a police officer for discussion. Illegal substances will be legally destroyed or handed to the police as soon as possible and not stored. Parents will normally be informed (for a pupil/student) and other professionals such as the LA, Youth Service, Police, GP, Social Services will be informed or consulted as appropriate.

Confidentiality

Complete secrecy can never be promised to a pupil or student, though information given in confidence will not generally be disclosed to anyone else apart from the Designated Child Protection Officers who will decide which other staff/agencies require the information. In particular, if a pupil/student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to ensure the pupil/student comes to no serious harm if this is considered a risk. Regarding disclosures staff need to carefully define and communicate the boundaries of confidentiality offered.

Support for pupils

At our school the welfare of the pupil/student is paramount. We maintain that constructive strategies that enable pupils/students to continue to benefit from continued education are preferable to exclusion.

Following actions to preserve safety, the health & emotional needs of pupils/students will be considered. Support is available through the pastoral system, to ensure a caring response to pupils/students in distress. Interventions will be considered if the school feels a pupil/student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents'/carers'. Such interventions may include consultation with parents/carers and other agencies, possible case conferences and subsequent referral.

Searching pupils/students

In line with legislation the staff at Queen Elizabeth's Grammar School reserve the right to search pupils/students if they have reason to believe that they are carrying offensive weapons or illegal substances. Similarly, pupils/students can expect to be physically

restrained if they present a danger to themselves or other members of the community. Searches will be carried out by Heads of Year or members of the Senior Management Team and Parents/Carers will always be informed when this has happened. If inappropriate articles are brought in to school or used inappropriately they may be confiscated and kept in the school safe for collection at the end of the day. If these items are dangerous or illegal they may be handed to the Police for safe disposal. Appropriate disciplinary action will be taken and parents/carers will be informed. The School works closely with its Police Liaison Officers. If pupils/students are involved with any activity which breaks the law the police may be involved in the confiscation of items, Restorative Justice Conferencing, group work and education as well as links with home. Parents/Carers will always be informed when the police are involved and given the opportunity to attend any interviews. Similarly, the police will be involved if any pupil/student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of action should be taken.

School Educational Visits

This policy applies in full on any School Educational Visit. It is important for parents/carers to be aware that breaches of this policy on overseas visits would also be subject to the law of the visiting country.

Reporting Incidences

If a member of staff is concerned that a pupil/student is in possession of alcohol, tobacco or vaping machine then this should be reported directly to the Deputy Head (Pastoral). If possible, the pupil/student should also be taken directly to the Deputy Head (Pastoral). The member of staff should within 24 hours provide the Deputy Head (Pastoral) with a written statement of events including:

- ◆ name of member of staff
- ◆ date of the incident
- ◆ names of pupil(s)/students(s) involved
- ◆ witnesses
- ◆ where the incident took place
- ◆ description of the incident
- ◆ the pupil's/student's response
- ◆ the outcome
- ◆ [on school trips: details of any sanction imposed at the time; details of contact with on-call member of SMT; details of contact with parents]

The Deputy Head (Pastoral) will review the facts and then either (a) apply sanctions or (b) refer the facts to the Head.

If the Deputy Head (Pastoral) is unavailable then the member of staff should follow the above process with the Deputy Head (Curriculum).

Substance use and misuse: Managing a drug-related incident

If a member of staff is concerned regarding a drug related incident the following guidance should be followed.

Emergency Situations

Where the person is unconscious, an ambulance and the designated first aider should be called. Any obvious evidence of substance abuse should be gathered and any clear

information should be given to the emergency services. The Head or Deputy Head (Pastoral) must be informed as soon as is practicable: she will commence the detailed investigation.

Intoxication

The person will be taken to the designated first aider or the designated first aider called to assist. She must be told of any suspicion of drug misuse. The designated first aider will take appropriate medical action and will inform the Deputy Head (Pastoral) or the Head who will commence detailed investigations.

Disclosure

If a pupil/student discloses to a member of staff that he/she is involved with drug misuse or has information regarding other pupils/students and drugs, the member of staff must not promise absolute confidentiality. The Deputy Head (Pastoral) should be informed with the pupil's knowledge. The Deputy Head will then follow the procedures described in *Guidelines*.

On suspicion

On suspicion, searches of a pupil's/student's desk or locker may be made. Pupils may also be asked to hand over substances voluntarily, for example by turning out their pockets or bag.

Physical searches of pupils by staff are not allowed by law: a pupil refusing to turn out his/her pockets should be escorted to the Deputy Head (Pastoral) or the Head who will summon the police.

On discovery

When a pupil/student discloses substance misuse on or off the premises, staff will inform the Deputy Head (Pastoral) and, where appropriate, may participate in the planning of subsequent action.

When staff discover substances which are suspected of being harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed from either a **place** or a **person**

a. place

If possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, do not leave the substance *in situ* whilst enlisting the support of a colleague or pupil/student as a witness. Continue with the Procedure for Making Safe set out below.

b. person

When receiving or retrieving substances from a pupil/student, do so if possible in the presence of a witness. In the absence of a witness, do not put off receiving substances or, within the bounds of professional discretion, removing a suspicious substance from a pupil's/student's possession.

Procedure for Making Safe

Members of staff must observe the following procedures at all times.

- a. Remove the substance (from place or person) and record the time, place and circumstance in which the substance came into your possession.
- b. Do not investigate the nature of the substance but record its approximate size and appearance: tasting, testing or analysis by staff is forbidden as to do so is an offence under *The Misuse of Drugs Act (1971)*.
- c. When possible, have the recordings counter-signed by a witness.
- d. Take the substance immediately to the Deputy Head (Pastoral) who will take it to the Head. Staff must not keep the substance about their person or in a place of safe keeping: to do so places staff at risk under *The Misuse of Drugs Act (1971)*.
- e. In the presence of the Deputy Head or Head, place the substance in a suitable sealed container. The Deputy Head and/or Head, member of staff and witness should sign and date the package. An official report should be completed, recording the time, date and circumstance of the find and should be lodged with the Deputy Head within 24 hours of the event.
- f. The Head can choose to arrange for the police or an approved agency to remove the substance from the premises or else to dispose of it in an appropriate way.
- g. In the event of a discovery of any equipment associated with substance misuse, especially needles and syringes, pupils must not be permitted to handle such items. All equipment must be handled by adults with the utmost care. The Head will ensure that materials are placed in a secure and rigid container to await collection by the appropriate agency.

An Incident on a School Trip

The prime concern must always be the well-being of the pupil(s)/students(s). Medical attention must be summoned whenever there is a suspicion that a pupil/student has misused drugs.

The supervising staff should make contact with the Head, Deputy Head (Pastoral) or designated school contact as soon as possible.

When it is not appropriate for a senior member of staff to attend to take charge of the matter, close liaison with senior staff must be maintained throughout the incident. The procedures detailed in *Guidance for staff delegated to investigate* (pp. 5-6 seq.) should be followed.

Substance use and misuse: Guidance notes for staff delegated to investigate

1. Procedures for Investigation

On receipt of information from the member of staff and after considering the *prima facie* evidence, the Deputy Head (Pastoral) may plan an investigation.

Any investigation must proceed according to the principles of **natural justice**: i.e.

- the pupil/student must not be pre-judged.
- the investigative procedures must be fair, unbiased and impartial.

- measures must be taken to ensure proper care for the well-being of all pupils/students involved.
- all investigations which appear necessary must be carried out.
- the pupil(s)/student(s) and parents/carers must be given a proper opportunity to be heard.
- in the case of exclusion, the pupil/student and parents/carers must be informed by the Head (or Deputy Head in her absence) of the consequences of exclusion and given details of the appeals mechanism.

2. Fact-finding

- a. Responsibility for fact-finding will normally be delegated by the Head to the Deputy Head (Pastoral) and one other member of staff acting as a team of two.
- b. Before commencing investigation, the Head and/or Deputy Head will make careful plans
 - to establish the parameters of the case
 - to establish a timetable
 - to anticipate possible consequences for the suspect(s) and the school community
- c. The Head will inform the Chairman of Governors (or, in his absence, the Vice-Chairman of Governors).
- d. The Head and/or Deputy Head will inform parents/carers at the earliest opportunity.
- e. A suspect should be offered the opportunity to have an adult (e.g. Head of Year or Form Tutor) present during interviews.

3. Pupil/student suspects

- a. Explain that answers to questions will be noted down and considered carefully.
- b. Explain what has been alleged and, unless there is good reason for confidentiality, by whom.
- c. Read over notes taken; ask if they are a correct record: then initial notes, date and time.
- d. Tell pupil/student suspect of next stages.
- e. If pupil/student suspect wishes to make an oral statement, this must be done in the presence of an adult (i.e. an additional adult, e.g. Form Tutor).
- f. If parents/carers have not been present earlier and if the suspect has admitted a serious breach likely to lead to exclusion, s/he must be segregated and parents/carers asked by Head to attend without delay.

4. Witnesses

- a. Secure witnesses' agreement to treat the interview in confidence as far as is possible.
- b. Encourage witnesses to give a written account; otherwise detailed notes must be taken.
- c. Read over notes taken: then initial notes, date and time.
- d. Beware of hearsay.

5. Review

- a. Assess the facts of the case, considering the need to re-interview witnesses or to take further written statements.
- b. Consider whom to notify: Chairman of Governors, parents, police, other agencies.
- c. Consider the pupil/student suspect's file and previous record.

6. Meeting with parents/carers and pupil/student suspect

- a. Consider staff to be present: normally the Head and Deputy Head (Pastoral).
- b. Explain: what is alleged, the evidence and the consequences being considered; what the pupil/student suspect has said or written and what investigating staff believe to be true.
- c. Invite the pupil/student suspect to write out a statement giving his/her side of the story and offer parents/carers and pupil/student suspect time alone together to talk things over (unless pupil/student suspect appears frightened of parents/carers).
- d. After time for reflection to consider options, tell parents/carers and pupil/student suspect of decision or that the decision will be made by a specified time: consideration may be given to exclusion pending the announcement of a final decision.
- e. If the decision is to exclude, then the parents/carers should be told of their rights of appeal.

7. Notification

The fact of an exclusion may be given to the Governors but no details of breaches or evidence should be given pending a possible appeal.

8. Sanctions

- a. Any offence involving substance abuse renders a pupil/student liable to exclusion but sanctions may range from a serious warning, through exclusion, through special disciplinary regime to internal, fixed period and permanent exclusion.
- b. The principle is that anyone who has possessed or used drugs contrary to the school rules forfeits the right to be in the school. This remains the starting point: any

movement from that position is mitigation and control remains in the hands of the school.

c. Exclusion means formal dismissal from the school, recorded as such, confirmed in writing in the pupil's/student's file.

d. The decision to exclude is a breach of contract unless it is

- made in good faith
- in accordance with the principles of natural justice
- for an offence which is sufficiently serious
- on the basis of guilt that is reasonable well established.

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