
Policy: Drugs Policy

For the purpose of this policy, the word 'drug' will be taken to mean illegal drugs, forbidden substances, the abuse of solvents, other substances taken specifically to change mood and/or behaviour (including so called 'legal highs') and the inappropriate use of prescription medicines. There is a separate policy on alcohol and tobacco.

1. Policy Statement

1.1. It is strictly against school rules to:

- a) Bring drugs onto the school premises;
- b) Use drugs or be under the influence of drugs whilst on school premises;
- c) Give or sell drugs to other members of the school community.
- d) Abuse the use of prescription drugs.

These rules apply on any occasion when a student is a recognisable member of the school community, such as during all school trips, outings and expeditions.

This policy may also apply to involvement with illegal drugs outside school where the reputation of the school is affected, where pupils have supplied drugs or where the Headmaster or Deputy Head (Pastoral) is satisfied that drug abuse away from school is having an effect on the pupil or others in school.

Involvement with drugs could include possession of drugs, use, supplying, dealing, possession of the paraphernalia of drug use or overt support for the drug culture.

The school co-operates with external agencies such as the police, social services, health and drug agencies.

2. Drugs Education

West Buckland School's firm stance against the abuse of drugs is underpinned by a consistent policy of education for pupils as part of the Personal, Health and Social Education (PHSE) programme at all ages, including the Preparatory School.

As part of the PHSE provision in Years 7-13, drugs education forms part of the programme drawn up by the Head of PHSE in consultation with the Deputy Head (Pastoral) and the Headmaster. Details can be found in the PSHE scheme of work.

The PHSE programme gives information to students which enables them to develop their own moral framework. It aims to allow pupils to make considered, informed decisions when confronted with drugs. The programme is designed in the belief that it is not sufficient simply to tell pupils all drugs are wrong; young people need to develop strategies to deal with situations in which they may be vulnerable to pressure from their peers and others e.g. while at parties or nightclubs.

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Outside speakers are involved in the development and delivery of some of the PHSE drugs education programme. Pupils will be informed about the legal issues and consequences of involvement in drug misuse.

The PHSE programme will provide information on how a young person who feels the need for specialist advice may seek help either within the school or from an outside agency.

3. Incident Management

Procedure on discovering or suspecting that there are drugs on school premises (see flowchart):

- 3.1. The substance must be confiscated and stored securely in a labelled container. It should be given to the Deputy Head (Pastoral) immediately, or placed in the Bursar's safe until the Headmaster decides it should be removed or destroyed.
- 3.2. The Deputy Head (Pastoral) or Headmaster must be informed as soon as possible. The further investigation of the incident will be managed at a senior level.
- 3.3. A written record of the substance and details of the discovery must be made.
- 3.4. A member of staff might try to identify the substance but under no circumstances should a substance be tasted. Police advice must be sought at an early opportunity.
- 3.5. The school reserves the right to search the belongings of a pupil strongly suspected of handling drugs in accordance with the Behaviour Policy (appendix 2).
- 3.6. The illegal substance should be safely disposed of following the conclusion of the incident; the Deputy Head (Pastoral) will pass the drugs to the local police following the completion of any investigation, and the drugs will be locked away in the Deputy Head (Pastoral) office or Bursar's safe in the meantime.

4. Information for Teaching and Non-teaching Staff

- 4.1. If you suspect a pupil is under the influence of an illegal substance or is regularly abusing drugs, you must pass on your suspicions to either the Headmaster or the Deputy Head (Pastoral).
- 4.2. If you find a suspicious substance it should be taken immediately to the Headmaster or the Deputy Head (Pastoral). If it is found on a pupil or amongst the pupil's personal belonging, the pupil should also be taken to the Headmaster or Deputy Head (Pastoral).
- 4.3. If a pupil discloses drug related information to you, the Headmaster, Deputy Head (Pastoral) or another senior member of staff should be informed as soon as possible.

5. Procedure on suspicion of misuse of an illegal substance by a pupil

- 5.1. If a pupil is rumoured to be using drugs, the Deputy Head (Pastoral) should be informed. The most likely course of action would be for the Housemaster/mistress to have a non-disciplinary conversation with the pupil about the rumours and to speak to parents afterwards. Following these discussions, the Housemaster/mistress should report back to the Deputy Head (Pastoral) to consider what action, if any, should be taken.
- 5.2. If a pupil at school is suspected of being unfit for lessons or other activities as a consequence of abusing drugs, the Deputy Head (Pastoral), Headmaster or other senior

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member of staff must be informed immediately. The pupil will be removed from lessons as soon as possible and kept under supervision, probably in the Medical Centre.

- 5.3. The student will be questioned by the Deputy Head (Pastoral) or other senior member of staff as soon as possible. A third person (member of staff) must be present. A record of the interview will be kept. The student's parents will be informed when strong evidence exists. If suspicion remains despite denials the Deputy Head (Pastoral) or Headmaster may request a test for drugs.
- 5.4. If the request for a test for drugs is refused the Headmaster will be able to exclude the student in accordance with the school contract based upon the student's being unfit for lessons.
- 5.5. The school has contact with the local police force and will inform them of a problem with drugs, without necessarily compromising the confidentiality of the pupil. To enable the school to complete an investigation promptly and effectively, an initial investigation into drug abuse may not be reported to the police immediately. Should the school's investigation determine that a student has been involved in drug abuse, the police will be informed at that point.

6. Drugs Testing

- 6.1. It is not the school's policy to apply random testing. To request a test, the school must have reasonable suspicion of drug misuse. This may involve the finding of drugs on the pupil or amongst their belongings. However, it may be initiated because of one or more observed behaviours outlined in appendix 1. These behaviour changes must also be looked at in light of normal teenage behaviour. A drugs test may also be required when the school is given reliable information to indicate that a pupil may be involved in the abuse of drugs. The Deputy Head (Pastoral) or Headmaster decides if there is sufficient cause for concern to justify testing.
- 6.2. In the case of a pupil who, by their own behaviour or as a result of information given to the school, is suspected of taking drugs the Headmaster (or Deputy Head (Pastoral)) reserves the right to require a drugs test as part of an investigation. If consent is withheld by pupil or parents, this may result in the pupil being required to leave West Buckland School and/or the police being informed. It is not the policy of the school to give parents or pupils detailed reasons for the requirement to be tested but Appendix 1 gives a list of possible reasons prompting a test in these circumstances.
- 6.3. Other circumstances where a pupil may be tested for the use of drugs of:
 - a) In the case of a pupil who has been offered a place at West Buckland School but who has some history of involvement in abuse of drugs; this may have initiated the move to West Buckland. In this case, signing the consent form for drugs testing (supporting regime) will be a condition of a place being offered. (See Appendix 2)
 - a) In the event of a pupil who has during their time at West Buckland School been involved in taking drugs the Headmaster may, as an alternative to permanent exclusion, require the pupil to undergo drugs testing as part of the conditions for him/her to remain in the school. In this case, signing the consent form for drugs testing

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- (supporting regime) will be a condition of remaining at West Buckland School. (See Appendix 2)
- b) If drug testing is part of the conditions for pupils joining or staying at West Buckland School, then the parents will pay the full costs involved in the testing procedure. In the event of a pupil being tested because of being suspected of a first offence, the school may cover the cost of the initial test, although any confirmation tests requested by parents will be deemed their financial responsibility. The school's Medical Officer/nurse will be responsible for interpreting the results and informing the Deputy Head (Pastoral) and/or Headmaster of the outcome of these results.
 - c) If parents agree to testing by an external agency they must share the results with the school as soon as possible.
- 6.4. The details of the conduct of the drug test will be determined with the advice of the School Medical Officer/ School Nurse and other appropriate bodies. Parents will be informed of any such test.
- 6.5. The results of the test will be shared with parents as soon as possible by the Deputy Head (Pastoral) or Headmaster.
- 6.6. In the event of either a negative or non-negative test result, the school will treat each case of drug abuse on its individual merits.
- 6.7. It is likely that any student who has undergone a drugs test will be required to submit to repeat testing at random intervals, determined by the Headmaster, to ensure compliance with the school's anti-drug policy.

7. Pupil/Parent Disclosures

- 7.1. If a pupil discloses that (s)he is using drugs, the Deputy Head (Pastoral) and Headmaster should be informed but there is no legal obligation to inform anyone else, including the pupil's parents.
- 7.2. It would, however, be most unusual for parents not to be informed at the earliest opportunity without jeopardising the pupil's right to confidential advice.
- 7.3. External support agencies may be contacted.
- 7.4. A risk analysis should be carried out, considering the best interests of both the pupil concerned and the other members of the school community, including employees.
- 7.5. If a parent discloses that his/her child might be using drugs, the school is under no legal obligation to do anything or tell anyone. A parent may be advised on the possibility of them informing the police themselves, and the issues associated with this.
- 7.6. However, if the parent tells the school that they believe the school premises are being used for taking drugs, the school is under an obligation to prevent this continuing.
- 7.7. If a pupil discloses that a third party (parent, relative, friend) is misusing or selling drugs the Deputy Head (Pastoral) and/ or Headmaster must be informed. Child protection issues must then be considered.

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8. Sanctions for the misuse of illegal substances

- 8.1. The tone and intention of this policy and process is to work with parents and pupils. A disclosure will be treated as a positive declaration of intent to remedy the situation and the school will support such efforts.
- 8.2. Pupils who break the rules outlined in this policy must expect to be dealt with in a serious manner, particularly in the event of a pupil supplying drugs to others at school. The most likely sanctions will be temporary or permanent exclusion.
- 8.3. If it is considered in both the school's and the pupil's best interests, as an alternative to leaving West Buckland School, the Headmaster may permit the pupil to remain at West Buckland subject to a regime of further testing without suspicion during the rest of the pupil's time at West Buckland School or for however long as the Headmaster deems necessary. Both pupil and parents to whom this procedure is offered would be required to sign consent forms (see Appendix 2). A pupil testing positive in a second or subsequent test would then be required to leave the school. The pupil would also be required to seek help from professionals e.g. counsellor or the local drug action team.
- 8.4. Any positive test will result in immediate exclusion of the pupil from the school community. A sample will be sent immediately for a DOA test as described in Appendix 3 and the results of this test will form the basis of any discussion the Headmaster may decide regarding a return to school. It is likely that the pupil will not be allowed to return to school.
- 8.5. The school's policy of working together with other agencies means that the school reserves the right to inform the police in the event of a positive result. Any actions taken by the police are beyond the school's control but it is the school's policy to work closely with the police. Any pupil involved in drug misuse may be interviewed by the police who may take formal action in addition to any steps taken by the school.
- 8.6. The Headmaster will put the needs of the school community above that of the individual.

9. Help and Support

- 9.1 Students may discuss any anxieties about drugs with a member of staff initially. Parents are welcome to discuss any concerns that they have with their Housemaster/mistress, Houseparent or any senior member of staff. If pupils wish to have a confidential discussion about matters relating to drugs, they should see the School Nurse or Doctor, or the School Counsellor.
- 9.2 The National Drugs Helpline is a 24-hour, seven-days a week, free and confidential telephone service that offers advice and information for those who are concerned, or have questions, about drugs. The service is available to anyone. 0800 77 66 00



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10. Review of Decision

Parents have the right to appeal any decision and should follow the complaints procedure.

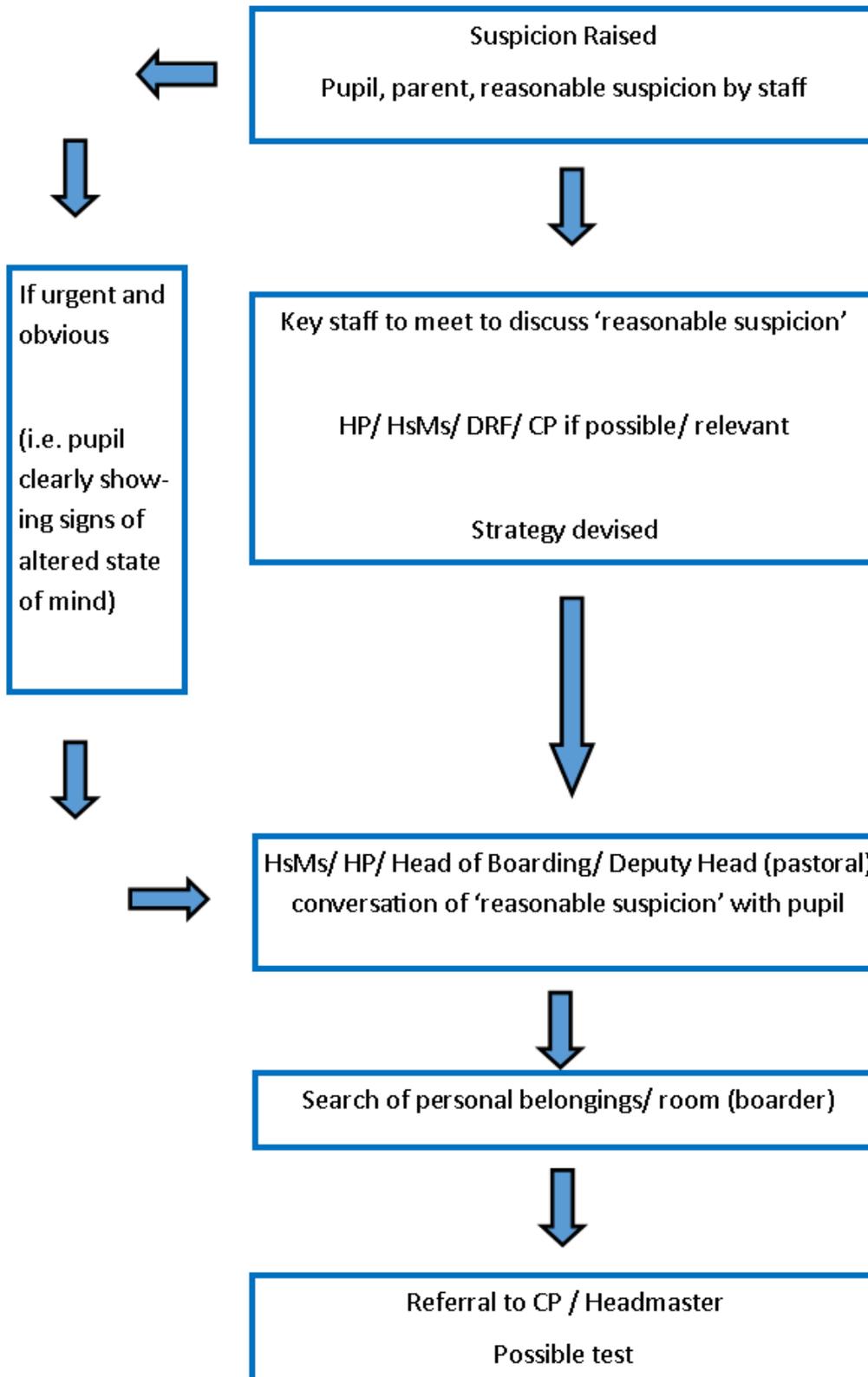
References

DFE and ACPO drug advice for schools September 2012

Reviewed by Pastoral Deputy	Summer 2015
Reviewed by C Pettingell	Summer 2018
Date of next review	Summer 2019

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DRUG INVESTIGATION FLOWCHART



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APPENDIX 1**JUSTIFICATION OF "FOR CAUSE" IN TESTING FOR DRUGS OF ABUSE (DOA)**

The following suspicions might justify a drugs test for illegal substances:

1. An unexplainable decline in a student's performance in school
2. An unwillingness of a student to take part in activities previously enjoyed
3. Unusual outbreaks of temper, marked mood swings, restlessness and irritability in a student
4. Staying out more than normal and possibly mixing with new friendship groups
5. Excessive spending of money or borrowing from other students
6. Theft
7. A reduced interest in personal appearance
8. Excessive tiredness without obvious cause
9. Lack of appetite and missing meals
10. Heavy use of aftershave or scent to hide smells
11. Wearing of sunglasses which might be interpreted as being to hide dilated or constricted pupils
12. Other intelligence or information received
13. Disclosure

Each of these behaviour changes must also be looked at in light of normal teenage behaviour. A drugs test may also be required when the school is given reliable information to indicate that a pupil may be involved in the abuse of drugs.

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APPENDIX 2**CONSENT TO TESTING SUPPORTIVE REGIME**

Consent is required for those on an agreed supportive testing regime.

The test used by the school is Alere Toxicology Point of Care Screening-Split Specimen Urine Cup.

The cost of this test is £9.50 (plus VAT) which will be charged home.

Name of Pupil.....

Date of Birth.....

House.....

I understand that the offer of a place or my continuance as a pupil at West Buckland School is dependent upon my willingness to be tested for illegal substances at random intervals to be determined by the Headmaster. This need not be prompted by any 'cause' and any refusal to take part in such tests will result in immediate exclusion from the school community.

The test will be administered by the School Nurse in accordance with the test procedures and the pupil accompanied by their Housemaster. The test will be overseen by the Deputy Head (Pastoral). The results from such tests will be shared with parents as soon as possible.

A non-negative result may require further testing as outlined in Appendix 3, the cost of which will be met by the family.

The pupil will remain on the Supportive Regime at the discretion of the Headmaster.

Signed (Pupil)..... Date.....

Signed (Parent/Guardian)..... Date.....

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APPENDIX 3**PROTOCOL FOR TESTING FOR DRUGS OF ABUSE (DOA)**

West Buckland School works closely with Alere Toxicology Plc as the provider for Drugs Testing. The school has immediate access to Urine Point of Care Testing. Alere Toxicology's split specimen urine drug tests are collection cups with an integrated test panel. They can test urine samples for a variety of drugs of abuse (DOA), providing an instant result at the point of care. The tests are easy to use with simple 3 step procedures and allow for samples collected to be used for subsequent confirmation testing.

Tests will produce either negative or non-negative results. A non-negative result will lead to possible sanctions outlined in this policy. The Headmaster will notify the Chair of Governors of the outcome of a non-negative result. If the non-negative result is disputed by the student and/or the parents a further test will be required to be carried out by a consultant from Alere Toxicology.

This is a 'For Cause' service which responds within a two hour response time. This service includes the collector's total travel and time on the school's site, specimen collection kit, courier of specimen to Alere Toxicology and full laboratory analysis including confirmation as required.

The cost of this service, which is currently £325-00 plus VAT, will be paid by the student's family and may be withheld from the deposit held on the school account if necessary.

Procedure for administering the Urine Point of Care Test

1. The Headmaster or Deputy Head (Pastoral) will contact parents before the proposed test. In the case of non-emergency, planned tests, parents and pupil will be notified no less than 12 hours and no more than 24 hours before the proposed drug test. If a parent or pupil refuses to have the test then the Headmaster will reserve the right to suspend or permanently exclude the pupil. The parents will be encouraged to be present during the test. If they are unable to attend they may choose another adult to act in this capacity on their behalf; this may be a guardian or a senior member of the school staff (henceforth known as the Supporting Adult).
2. A senior member of pastoral staff (the Responsible Adult who will also act as Collecting Officer) will explain the DOA testing procedure and the disciplinary implications beforehand to the student in the presence of the Supporting Adult. The Responsible Adult should complete the student's name and details on the Chain of Custody Form. Informed written consent will then be required on the Chain of Custody Form from the student. In the event of the parent being unable to attend and the student being under 16, verbal parental consent will be confirmed by the presence of the Supporting Adult.

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3. The Responsible Adult will have contacted the School Nurse in advance to arrange a mutually convenient time for the test (should a medical emergency arise in the meantime this would take precedence over the drug testing.)

4. Testing will take place in the bathroom suite adjacent to the Medical Centre with the Responsible Adult, nurse and Supporting Adult all present. The Responsible Adult acts as Collecting Officer. The role of the School Nurse is to support the Collecting Officer in collecting of the sample: she may wish to explain that she is in no way involved in disciplinary procedures.

5. Urine collection and testing is carried out in accordance with Alere Toxicology protocol and checklist.

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Appendix 4 – Useful Organisations

- Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk
- ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk
- Alcohol Concern 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 Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk
- ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: 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. Tel: 01206 877910 Email: clc@essex.ac.uk Website: 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. Email: info@crae.org.uk Website: 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. Tel: 020 7307 7450 Website: www.drinkaware.co.uk/
- Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)
- Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/14
- DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk
- FRANK is 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. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com
- Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk
- National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

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- 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. Tel: 0800 800 2222 Website: <http://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. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org
- Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>
- Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.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. Website: <https://www.gov.uk/youth-offending-team>