



## St Helen and St Katharine

### Drug and Substance Misuse Policy for Students

#### Definition

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 and tobacco; volatile substances; over the counter and prescription medicines; and other unauthorised substances.

Drug and substance misuse is defined as the non-medical use of drugs that are intended only for use in medical treatment, the use of illegal substances, and the inappropriate use of legal substances such as alcohol, tobacco and volatile substances.

#### Aims

- To make students, parents and staff aware of the policy and disciplinary procedures of the school relating to the misuse of substances (as defined above) and the penalties for such action. To clarify legal responsibilities, entitlement and obligations.
- To support the School's endeavor to maintain the safety and wellbeing of all students and staff. To ensure that all students and staff are provided with accurate and appropriate information about the nature of drugs, their social and legal status, and their uses and effects, so that they are able to make informed choices.
- To develop in students the confidence and the skills to assist them in rejecting pressures to misuse substances and to place the misuse of substances in a wider context of health and social issues. This will be achieved by providing a whole school approach to drug education in the context of the curriculum of the School.
- To support all members of the School community by providing clear guidance and procedures on drug related issues to ensure clarity and consistency.

#### Objectives

We seek to achieve these aims through the taught curriculum, a planned programme of personal development/general studies lessons, and extra-curricular activities. The School co-operates with other agencies such as Community Support Officers to deliver its commitment to drugs education and to deal with incidents of substance misuse.

- To make, and review every two years, the disciplinary procedures for substance misuse at School.
- To provide staff with in-service training and up-to-date reference material concerning substances and consequences of their misuse.
- To plan courses with accurate and appropriate information for years 8,10 and Sixth Form in biology and PD/general studies lessons as well as lectures arranged by the Parents' Association.
- To identify and use those aspects of School life where the confidence to resist misusing substances can be developed and practised.
- To ensure that each student in the School has access to the names of those people to whom they can speak to in confidence concerning matters arising from substance

misuse. To ensure that personal guidance is always available from pastoral and medical staff including School Nurse, doctor, School Counselor and School Chaplain.

- To identify areas of the curriculum where the consequences on health and society of the misuse of substances can be reinforced. eg in biology lessons and School assemblies.
- To ensure that all members of the school are aware of and adhere to the School's Smoke Free Policy which is on the School extranet.

### **Drug Related Incidents**

School premises are defined as all locations where school activities are taking place including residential trips, off-site locations such as hotels, camp-sites, and transport to and from school-related activities including the joint bus service with Abingdon School.

Drug related incidents may be any of the following:

- Finding drugs or related paraphernalia on School premises
- Possession of drugs by a student on school premises
- Use of drugs by a student on school premises
- A student being on school premises under the influence of drugs or the ill effect of alcohol consumption.
- Supply of drugs on or near School premises
- Students disclosing information about their drug use
- Reports of students using illegal substances.

### **Investigation Procedures**

1. Investigations will be carried out in all cases of suspected drug-related incidents on School premises if they relate to a member of the school. Care will be taken to respect the rights and emotional needs of those people involved in the investigation.
2. If a student is unconscious, is having trouble breathing, is seriously confused or disorientated, has taken a harmful, toxic substance or is otherwise at immediate risk of harm, medical help will be sought immediately and first aid given if required. The priority will be the individual's safety.
3. On suspicion of a drug related incident, a member of the Senior Management Team must be informed and they will investigate and report to the Headmistress. Should this then require a search of a student's desk, locker or "living area" in the Sixth Form Centre, it should take place with another member of staff and, if possible, in the presence of the student. Students may be asked to hand over substances voluntarily e.g. by turning out pockets or bags. This search will be conducted in private and in the presence of the student and **if possible her parents** or, in her absence, a nominated representative. The School is not required to inform parents before a search takes place or to seek their consent to search their child. The School would normally inform the individual student's parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
4. If there is reasonable suspicion of substance misuse by a student, the Headmistress may, at any time and at the expense of the School, require an appropriate test to be carried out under medical supervision to establish the presence or otherwise of an illegal substance. Parents will be informed immediately and, where possible, before testing takes place. An additional member of teaching staff may be present when parents are interviewed. There will be no random testing of students.

5. If any student or adult on school premises is found in possession of an unauthorised drug it will be confiscated, if possible. The substance will be placed in a suitable sealed container as soon as possible in the presence of the student and a witness (if possible the Headmistress). If the drug is suspected to be illegal, the School may wish to contact a police officer for discussion. The substance may then be analysed by external professional organisations as appropriate. All illegal substances will be legally destroyed or handed to the police as soon as possible and not stored.
6. Witnesses will be assured that interviews will be treated confidentially as far as possible but that written records may be used in subsequent action. All incidents and responses will be recorded as soon as possible after the event. When a statement is taken from a student an additional member of the teaching staff will be present. Informing the police where appropriate will be the responsibility of the Headmistress. The Headmistress may also inform the Governors.
7. Students who have misused substances contrary to School rules will be required to comply with the sanctions deemed appropriate by the Headmistress and Governors which could result in temporary or permanent exclusion. Counselling will also be available and may be a requirement. Appropriate support will be offered to those with substance related problems. If the student is felt to be at risk the Safeguarding Policy will come into effect and social services may need to be contacted.
8. Records of drug related incidents will be kept in School. Following a search, whether or not anything is found, the school will make a record of the person searched, the reason for the search, the time and place, who was present and note the outcomes and any follow-up action. There is no legal requirement to do this. The record will be stored securely in the Headmistress's office for the duration of the student's time in School. They will then be maintained with the student records for 10 years after they have left.
9. Liaison with the media in any given incident will be the responsibility of the Headmistress.
10. A list of useful organisations is given in the Appendix and is taken from the document *DfE and ACPO drug advice for schools, September 2012*.

### **Governor scrutiny**

The Governor scrutinises this policy to ensure that it has the relevant content. The DSL meets with the Governor at least once a term to update her on any issues. The Governor carries out regular checks of staff to ensure practice is followed. There are termly updates to all Governors from the DSL.

### **Dissemination**

A copy of this policy is available on the School extranet. All new staff and supply teachers will be made aware of the policy during induction. A copy will be available for inspection by all non-teaching staff. A copy of the policy will be on the notice board in every form room and its contents will be discussed with the students.

Policy last reviewed  
 Next review due  
 Person responsible for review  
 Audience

Lent 2019  
 Lent 2021  
 Head of Sixth Form  
 Staff/Parents/Students

## Appendix

- **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](http://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](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://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](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://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](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://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](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://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](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://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/](http://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/](http://www.drugeducationforum.com/)
- **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](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://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](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://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](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://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](http://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. 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](mailto:information@re-solv.org) Website: [www.re-solv.org](http://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](http://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>