



## Drugs, Tobacco, Alcohol and Controlled Substances

**Date of Issue:** May 2018

**Date of Review:** August 2019

**Responsible Person:** Deputy Head

**References:** [DfE and APCO Drug Advice for Schools \(2012\)](#)  
[DfE Behaviour and Discipline in Schools \(2016\)](#)

**Appendices:** A: Drug screening procedure

**Policy number:** 9c

### To be read in conjunction with these other School policies:

Behaviour Rewards Sanctions and Discipline  
Discipline and Pupil Expulsion  
Protocol for the Administration of Prescribed and Non-Prescribed Medication by School Staff  
Policy on Theft Confiscation and Searching  
Wellbeing Curriculum Policy  
Safeguarding and Protecting Children Policy and Procedure

### 1. Aims and Scope of the policy

This policy is for pupils, parents, staff, governors and partner agencies working with the School; it sets out the School's policy in relation to drugs (see definition below) and procedures to be followed should drug testing be required.

St John's School is committed to the health and safety of its pupils and this policy is an important pillar in safeguarding their wellbeing.

Young people face significant pressures to experiment with illegal and legal drugs, alcohol and other controlled substances. The School aims to educate pupils about the risks involved and to maintain an environment that is free from drugs and the culture of drug use and substance misuse. We aim to support the majority of St John's pupils who will never use illegal drugs. Many will try tobacco (including e-cigarettes) or alcohol and our Wellbeing curriculum provides information that encourages pupils to make healthy, informed choices.

Drugs education at St John's is delivered through the Wellbeing curriculum, providing accurate information about the impacts of drug use, the legal implications and the support available to those involved in drug misuse. Beyond this, the school has a duty under criminal law not to allow its premises to be used for illegal activities. The School is clear that breaches of the rules surrounding drugs, alcohol and other controlled substances are a serious disciplinary matter.

This policy applies to pupils when they are at School, travelling to or from School, taking part in any activity organised by the School and when they are outside School if this has an adverse impact within the School or on its reputation.

All pupils, parents, staff and governors should be familiar with this policy. Suitable training programmes will be made available for staff. Individuals should know how to identify and respond to critical situations. The policy will be referred to in the parent handbook and will be available on the School website. There are formal evenings and parents' workshops to discuss issues of concern. The governing council is properly informed of the school's practice and will monitor implementation of this policy.

The policy will be reviewed annually or more frequently, should events dictate.

## 2. Definitions

Drugs	Where this policy refers to "drugs" this includes alcohol, tobacco (including e-cigarettes), illegal drugs <sup>1</sup> , medicines, new psychoactive substances <sup>2</sup> ("legal highs") and other volatile substances, unless otherwise specified. For the avoidance of doubt so-called 'performance enhancing' drugs, anabolic steroids and other substances held for the purpose of misuse, such as solvents, lighter fluid, glue and laughing gas/nitrous oxide are also included in this category, whether legally acquired or not.
Drug Use	Drug taking, consumption of alcohol or tobacco which breaches School rules and this Policy, and requires intervention.
Drug Misuse	When a person experiences social, psychological, physical or legal problems related to intoxication or through regular consumption or dependence.

## 3. Smoking

St John's School operates a no smoking policy and is a smoke-free school, it is subject to the same smoke-free legislation as other premises<sup>3</sup>. The minimum age for smoking is 18.

No pupil may bring tobacco products (including e-cigarettes) and other smoking-associated materials onto the school site, or have them in their possession whilst travelling to or from school or whilst involved in any activity organised by the school. Any pupil found with smoking-associated materials will be sent to the Deputy Head. Pupils found smoking or in possession of smoking-associated materials can expect to be subject to an appropriate sanction in line with the seriousness of their misconduct.

## 4. Alcohol

It is against the law for someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol.

Pupils are not permitted to consume or possess alcohol on the School site, or whilst travelling to or from School or when involved in a School organised activity. The exception to this is when alcohol is

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<sup>1</sup> Including but not limited to cannabis, cocaine, ecstasy and heroin (Misuse of Drugs Act 1971)

<sup>2</sup> Psychoactive Substance Act 2016

<sup>3</sup> The Smoke Free (Premises and Enforcement) Regulations 2006

provided legally and in accordance with the School's Premises Licence, under adult supervision at school-run events<sup>4</sup>.

Pupils are forbidden from purchasing alcohol on School trips.

Pupils breaking the rules on alcohol will be reported to the Deputy Head and can expect to be subject to an appropriate sanction in line with the seriousness of their misconduct.

In the case of alcohol being sold to underage pupils, the School will contact the manager of the establishment involved, the Police and trading standards will be informed.

## **5. Drug Use and Misuse**

The possession, use or supply of drugs is forbidden.

Some pupils may require medicines that have been prescribed for their medical condition during the school day, this will be managed in accordance with the Protocol for the Administration of Prescribed and Non-Prescribed Medication by School Staff. Pupils should never share their medication with other pupils.

Where the School has concerns about suspected drug use by a pupil outside the school, parents will be invited to discuss those concerns with the Head or Deputy Head and a test may be requested on the basis that, whatever the outcome of the test, the response would be pastoral in the first instance.

If a pupil is suspected of being under the influence of drugs or alcohol on School premises, the School will prioritise the safety of the pupil and those around them. If necessary it will be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Parents will be contacted, and the Police may be contacted, depending on the circumstances. If the pupil is felt to be at risk, other agencies may need to be contacted, in accordance with the School's Safeguarding and Protecting Children Policy and Procedure.

Pupils can speak to Health Centre staff or the School Counsellor without fear of sanction. Parents themselves are encouraged to inform the Head or Deputy Head if they have any reason to believe that their son or daughter may have been involved with drugs, so that suitable support and assistance can be given.

The Head reserves the right to ask any pupil to undertake a drug test where there are reasonable grounds for suspicion. These would include being found in possession of drugs, association with others involved in drug use, anti-social or erratic behaviour, a marked change in attitude or parental, staff or pupil concern. The aim of drug testing is to support pupils by enabling them to disprove unfounded suspicions, establish trust in cases of previously admitted drug use and act as a general deterrent. The testing procedure is outlined in Appendix A.

A previous record of drug use/misuse, possession or supply at another school may make a place at St John's conditional on compliance with random drug testing at the expense of parents.

The Head or Deputy Head will judge the seriousness of the case and reserve the right to inform the Police. Any sanctions will be issued according to the Behaviour, Rewards, Sanctions and Discipline Policy.

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<sup>4</sup> Pupils must be 16 or 17 years old, supervised by adults, in which case it is legal for them to drink beer, wine and cider with a table meal. Parents should contact the School in writing if their son/daughter should not be offered alcohol in these circumstances, reminders will be included with event information.

Pupils who supply drugs or encourage others to take them can expect to be permanently excluded from the School. Pupils found to be in possession of drugs on the School site for personal use can expect to be permanently excluded from the school.

At the discretion of the Head, a pupil may be allowed to return to the School if there are relevant mitigating circumstances and where the pupil agrees to comply with a supportive regime of ongoing testing. A further positive test would result in permanent exclusion. Pupils on a random testing regime will be offered support and counselling.

**There are a number of sources of independent information about misuse of drugs, alcohol and other substances, including ways of getting support, such as:**

Talk to Frank - <http://www.talktofrank.com/>

NHS - <https://www.nhs.uk/livewell/Pages/Livewellhub.aspx> The Live Well section has information about help with drugs, alcohol and smoking.

Adfam - <https://www.adfam.org.uk/> Gives support for families dealing with drug and alcohol misuse.

Catch 22 - <https://www.catch-22.org.uk/services/surrey-young-peoples-substance-misuse-service/>  
Works with young people involved in substance misuse and their families.

## Appendix A.



St John's School  
LEATHERHEAD

### Drug Screening Procedure

National guidelines clarify that it is important for all head teachers to have at their disposal a full range of actions to deal with drugs in their schools.

Definitions:

**Negative test:** indicates that drug use is not evident within the test sample.

**Non-Negative test:** indicates that drug use is evident within the test sample.

**Positive test:** where the evidence of drug use found in the non-negative test is confirmed by a laboratory test.

#### Testing procedure

The testing procedure follows two stages:

- 1) Screening using point-of-contact testing kits whereby urine is collected in a single-use container which will allow a drug-testing result within minutes.
- 2) In the event of a non-negative result the sample may then be sent to a specific laboratory for further testing and analysis.

Testing procedures will be in accordance with standard good practice.

The test will be carried out under the supervision of the Deputy Head or a senior member of staff, who will be present during the testing procedure and who has been appropriately trained by the company providing the testing kits. The testing will take place in the Health Centre.

If a pupil refuses to give consent to be tested, s/he will be asked to say why s/he has refused. The School will be entitled to draw inferences from his/her response and general demeanour and the Police may be informed.

Any samples collected for the purposes of drug testing will be collected using recognised chain-of-custody procedures to ensure that samples are genuine and not interfered with in any way.

The Head will normally consult the Police about the possession, consumption or supply of an illegal drug, since it carries the possibility of being a criminal offence.

The School will regularly review and update the range of tests used.

Initial testing will be undertaken at the School's expense. If further tests are required, either at parents' request or if the school deems it appropriate, then costs must be met by parents.

### **Notifying parents**

Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent of the requirement for a drugs test and the reasons for that requirement.

### **Confidentiality and records**

Records of the testing will be kept in accordance with the School's Data Protection Policy and Compliance Procedures for Staff and may include joint disclosure of results to relevant partner agencies.

### **After the test**

The School will treat a non-negative test as evidence that the pupil has been using drugs. A meeting will be arranged at which:

- The pupil will be asked to meet with the Head (or, in her absence, the Deputy Head/Director of Pastoral Care) with his/her parents and/or his/her Housemaster/mistress to assist him/her.
- The evidence of the non-negative sample and all other relevant evidence will be put to the pupil and s/he will be invited to respond.
- His/her response will be heard and considered and further enquiries, including further laboratory testing, will be made if necessary.
- The Head will make a finding of fact based on the evidence and supported by reasons.

The Head or Deputy Head will judge the seriousness of the case and reserve the right to inform the Police. Any sanctions will be issued according to the Behaviour, Rewards, Sanctions and Discipline Policy.

Pupils who supply drugs or encourage others to take them can expect to be permanently excluded from the School. Pupils found to be in possession of drugs on the School site for personal use can expect to be permanently excluded from the school.

At the discretion of the Head, a pupil may be allowed to return to the School if there are relevant mitigating circumstances and where the pupil agrees to comply with a supportive regime of ongoing testing. A further positive test would result in permanent exclusion. Pupils on the regime of ongoing testing will be offered support and counselling.

If the pupil is permanently excluded, s/he and his/her parents will be offered a Governors' Appeal, as outlined in the Disciplinary Pupil Expulsion from School policy. His/her exclusion may be continued in the interim.

### **Changes in the procedure**

It may be necessary to change the testing procedure from time to time. Any changes shall be authorised only by the Head and shall come into force on the date designated by her (which may be immediate). Significant amendments to the procedure will be published as soon as is practical.