



# Claremont Fan Court School

## Policy and Procedure: Drug and Substance Education and Misuse

We are committed to promoting a healthy, safe environment at Claremont Fan Court School, in which good citizenship and respect for the law can flourish. This is achieved through having a drug awareness and education programme and dealing effectively with pupils where drug use is alleged to have taken place.

### Definition of 'drugs'

In this context, 'drugs' or 'substance' means without limitation controlled drugs, including for example cannabis, amphetamines, ecstasy, cocaine, heroin, and LSD, the paraphernalia of drugs or substances intended to resemble drugs. It also means solvents, aerosols, performance enhancing drugs, anabolic steroids, mushrooms and other substances possessed or supplied in each case for purposes of misuse, including new psychoactive substances (NPS, previously known as 'legal highs').

In addition to illegal drugs, it includes legal substances such as alcohol, tobacco and e-cigarettes; volatile substances; and over-the-counter and prescription medicines, where these are used inappropriately.

This policy and procedure covers the possession, use and supply of such substances and applies at all times, whether or not the pupil is in the care of the school.

### Education programme

We have extensive, age-appropriate PSHEE programmes at Claremont Fan Court School that focus upon the potential short-term and long-term risks to health from drug and substance abuse. As with our related programmes concerning alcohol and tobacco, they concentrate on teaching the importance of young people making healthy, informed choices. However, they also include an ethical dimension, designed to instil an understanding of the importance of complying with the criminal law.

Our drug education programme helps pupils to:

- Gain knowledge and understanding about the effects, risks and dangers of drugs and correct myths and misunderstandings.
- Develop skills to make informed decisions, including communication, self-awareness, negotiation, finding information, help and advice.
- Develop skills to manage situations involving drugs, including assessing and avoiding risks, assertiveness and refusal skills and helping others.
- Explore their own and other people's attitudes to drugs, drug use and drug users, including challenging stereotypes and dispelling myths and exploring media and social influences.

Pupils can discuss their individual worries about drugs or substances with their form tutor, head of year or other pastoral staff. They can also refer themselves to the care centre and to the school counsellor for individual guidance.

### **Response to illegal or unauthorised drug use on the premises or during an official school event**

No pupil, parent or member of staff at Claremont Fan Court School may bring or use illegal drugs on the school premises or during approved school activities, e.g. sports fixtures, day and residential trips, DofE expeditions, etc.

All incidents must be reported to a member of the Senior Leadership Team immediately and information shared on a need to know basis.

The head teacher will always be informed.

Where a pupil discloses to a member of staff that they are taking illegal or unauthorised drugs, or that they have brought such drugs onto the school premises, the teacher should make clear to the pupil that the information will be shared immediately with the head teacher.

The following are the guidelines which inform the school's procedure if there is reason to believe that a pupil is involved in the abuse of controlled drugs or the abuse of substances:

#### **1) Evidence of misuse**

Any pupil who, while at school or in the vicinity of the school, or in the care of the school, is found to use, possess, supply or deal in drugs or substances, or demonstrates an obvious intention to do any of these things, must expect to be expelled from school (excluded permanently), regardless of whether or not the pupil is about to take public examinations.

If a pupil is in the company of another pupil or pupils who are caught using an illegal drug (or any substance that contravenes this policy) the school reserves the right to deal with the matter as a breach of school discipline.

Where a pupil's use of a drug, or any substance that contravenes this policy, outside of term time and/or not on the school site affects his or her performance or behaviour at school and/or brings the school's reputation into disrepute, he or she may expect to be expelled (permanently excluded) from the school.

#### **2) Searches for drugs/substances**

When undertaking searches, the school will follow the advice from the Department for Education contained within their publication 'Screening, Searching and Confiscation' or successor publications.

School staff can search pupils for drugs or substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving his / her consent. The search will normally be carried out by appropriate staff with another member of staff present, but there may be reasons where, for the best interest of the whole school community, this may not be possible.

If a pupil refuses to give their consent to a search, he / she will be asked to say why he / she has refused. The school will be entitled to draw inferences from his or her response and general demeanour and the police may be informed.

Schools are not required to inform parents before a search takes place or to seek their consent to search their child (DfE and ACPO drug advice for schools, 2012). We will however inform parents and guardians as a matter of urgency and invite them into the school to discuss the matter.

In relation to a controlled drug, the head teacher and staff authorised by the head teacher, may search a pupil or a pupil's possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.

If the school seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the school will deliver it to the police as soon as reasonably practicable. In all other cases, the school may decide to request the involvement of the police from the outset. If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the school to investigate.

Following a search, the school will make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

The school reserves the right to use sniffer dogs to search the premises for illegal drugs if appropriate.

### **3) Suspicion of misuse**

If a member of staff has reason to suspect that a pupil is misusing drugs in (or out of) school, whether in term or holiday time, he/she must report the situation through the pupil's head of year or directly to the Designated Safeguarding Lead, who will decide in consultation with pastoral colleagues and/or the head teacher if further investigation is warranted.

The School reserves the right to ask pupils to undergo a drugs test where there is reasonable suspicion of drug abuse. For example:

- i) Behaviour changes;
- ii) Suspected involvement in a drug related incident;
- iii) Physical signs;
- iv) Implication by word of mouth;
- v) Academic performance is significantly below expectation.

Drug testing is authorised by the head teacher or deputy head (pastoral) who may appoint a supervisor for the collection of samples. Testing procedures will be in accordance with standard good practice and will be taken under medical supervision (see appendix A). A member of the school staff will also be present. Testing may be arranged off-site, at the discretion of the head teacher. Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement.

The school will consider each incident individually. Any transgression of this policy may lead to permanent exclusion. The welfare of the pupil(s) will always be at the centre of any discussion but this will be balanced against the welfare of the school community.

- Parents/carers will be involved at an early stage and throughout any investigations.
- Support agencies will be involved, if appropriate.
- Appropriate counselling and support will be available to those pupils deemed to be at risk.
- The police will be contacted in any case of the use of illegal substances.

When the head teacher has evidence to suggest there has been a drug-related incident they will inform the chair of governors immediately and an investigation will be initiated.

## **Staff**

Any employee of the school taking or in possession of illegal drugs on school premises or during school hours or selling or buying such drugs or under the influence of illegal drugs during school hours will be dismissed immediately. Appropriate authorities, including the LADO will also be informed. Inappropriate use of alcohol by an employee on school premises or during school hours will be treated as a disciplinary matter.

## **Parents**

If parents attending school premises appear to be under the influence of drugs (including alcohol), they will be asked to leave and the member of staff making the request should refer the matter to the school's Designated Safeguarding Lead. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs, the member of staff should report the matter to the Designated Safeguarding Lead or a member of the senior leadership team who may telephone the police. If the Designated Safeguarding Lead reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of drugs, the child will not be released into the care of the parent and the school's child protection procedures will be followed.

## **Relevant policies and procedures**

This document should be viewed in conjunction with the following policies and procedures:

- Whole school safeguarding policy/procedure
- Behaviour policy
- Code of conduct for staff
- Whole school PSHEE policy/procedure

## **Statutory framework**

This policy has been devised in accordance with the following guidance:

- DfE and ACPO Drug Advice for Schools (DfE/ACPO, September 2012)
- Searching, Screening and Confiscation at School (DfE February 2014, updated January 2018)

## Appendix A: Claremont Fan Court School drugs testing policy

### 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.

There will be no random tests of pupils for drug abuse at Claremont Fan Court School. However, if the school has reason to suspect that a particular pupil may have been using illegal drugs, the head teacher has the right to require that a test be carried out (i.e. received information, notable changes in behaviour or performance, appearing under the influence of a substance). A test will only be required following consultation between a pupil's head of year and the head teacher (or in the latter's absence, the deputy head, pastoral).

If a pupil who has tested non-negatively, or who has admitted being involved with drugs, is permitted to remain at school, the head teacher reserves the right to make it a condition that there is repeat testing of the pupil in the future at intervals determined by the school. Any further positive test is likely to lead to permanent exclusion. There will be a requirement for the pupil to receive support and drug counselling, either through services offered by the NHS or at the parents' expense.

With regard to non-negative tests arising from drug use outside school time (holidays or weekends) the same rules apply on the grounds that drug abuse at any time is an issue for the school.

### 1. Testing procedures

The testing procedure involves the use of point-of-contact testing kits whereby urine is collected in a single use container which will allow a drug-testing result within minutes.

- 1.1 Testing procedures will be in accordance with standard good practice.
- 1.2 Confidentiality: Records of the testing will not be used for any other purpose. For further information about retention of information and documentation, please refer to the school's records retention policy.
- 1.3 The test will be carried out under the supervision of a deputy head or a senior member of staff and a school nurse, who will be present during the testing procedure and who is familiar with the instructions for use of the testing kit being used.
- 1.4 An off-site drugs test may be arranged, subject to the prior approval of the head teacher.
- 1.5 The written consent of the pupil will be obtained before the test is conducted. 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.

- 1.6 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.
- 1.7 The head teacher 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 as well as a potential safeguarding risk
- 1.8 The school will regularly review and update the range of tests used.
- 1.9 The testing will be done at the school's expense. If further tests are required, either at parents' request or if the school deems it appropriate, then costs are likely to be met by parents.
- 1.10 Notifying parents: reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement.

## **2. Subsequent action**

The school will treat a non-negative test as evidence that the pupil has been using drugs. The school's behaviour policy and procedure will then be invoked, as described in the current parent information booklet.