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# St Olave's Grammar School

## DRUGS, SUBSTANCE AND ALCOHOL POLICY

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### 1. Statement of Policy

Drug and alcohol use and misuse have become increasingly common in society, and the pressure on pupils to be involved is now substantial. As part of our responsibility to the pupils and to society, the school recognises the need to:

- prepare and equip pupils for life in an alcohol and drug-using society;
- deal with a broad range of alcohol and drug related situations and incidents which may occur in the life of our pupils and others involved in the life of the school;
- teach pupils how to use legal drugs such as alcohol responsibly.

It should be noted that this policy covers illegal substances (class A, B & C drugs under the Misuse of Drugs Act 1971). The policy is informed by the DfE drug advice for schools document published in September 2012. The School's approach to alcohol and cigarettes is explained in the Behaviour Policy. St. Olave's School condemns both the misuse of drugs and the illegal supply of these substances.

The School is committed to the health and safety of its members and will take action to safeguard their wellbeing. The School acknowledges the importance of its pastoral role in the welfare of its pupils, and its responsibility to provide a comprehensive PSHE programme.

### 2. Aims

- To provide accurate information about substances.
- To increase understanding about the implications and possible consequences of use and misuse.
- To seek to minimise the risks that potential-users and users face.
- To give positive advice on how to refuse substances.
- To widen understanding about related health and social issues such as crime, sex, HIV and AIDS.
- To enable pupils to identify sources of appropriate personal support.

### **3. Delivery of Aims**

- Through the formal curriculum, especially in Science and PSHE.
- The School's pastoral programme, tutor periods and assemblies also play an important role, along with the **Behaviour Policy, Rules and Regulations**, the support services and the opportunities for extra-curricular activities.

### **4. The Role of Outside Agencies**

St. Olave's actively co-operates with the Youth and Community Section of the local police, especially with their Police Liaison Officers connected to the School, Social Services and Health and Drug Agencies to support its commitment to Drugs Education and other health issues.

### **5. The Role of Parents**

Fundamental to the School's values and practice is the principle of sharing with parents the responsibility of educating pupils. Accordingly, parents will be kept informed at all times and the policy, which will be available to parents on request, will be included in the list of school policies in the annual prospectus.

### **6. Administration of Policy**

The Headteacher has overall responsibility for the policy and its implementation, and for liaison with the Governing Body, appropriate outside agencies and parents. The Heads of Year have general responsibility for the regular implementation of this policy. The Headteacher ensures all staff dealing with substance abuse are adequately trained and supported.

### **7. Monitoring**

The policy will be reviewed annually to see whether the aims are being achieved.

## **8. Legal Drugs**

### **a. Tobacco**

The school operates a no smoking and no vaping policy at all times throughout the buildings and grounds. This policy applies to pupils, employees, parents and visitors.

### **b. Alcohol**

Pupils who are in the possession of alcohol, or are under the influence of alcohol, on school premises or under the jurisdiction of the school (i.e. school trips), are committing a serious breach of school rules and are liable to a period of suspension. Any exceptions to this will only take place with the Heateacher's agreement (for example the Leaver's event) where a risk assessment will be carried out.

### **c. Solvents**

Misuse of solvents will be treated as for controlled drugs above. Some ordinary substances lend themselves to misuse and therefore need to be carefully stored or managed. Solvent substances in classrooms and labs are stored securely in line with COSHH regulations.

### **d. Medication**

Asthma inhalers are kept by pupils for easy and immediate access. Spare inhalers are kept in the Medical Room and at specified points around the site. Medicines that need to be taken by pupils during the school day are to be kept in the Medical Room. Special arrangements are made for pupils who suffer from serious medical conditions which require urgent or specialist care.

### **e. Epipens:**

These are kept by pupils for immediate access, with spares in designated places. Staff are routinely made aware of these places, and about the pupils who possess epipens.

## **9. Drug and Alcohol Education**

The aim of our drug education is to equip pupils with the necessary knowledge, skills and attitudes to enable them to be in a position to make informed choices and to prevent or reduce the harmful consequences of drug misuse.

## Objectives:

- To provide accurate information about drugs and alcohol and the law relating to them.
- To increase understanding about the implications and possible consequences of use and misuse of drugs and alcohol
- To provide the opportunity to examine attitudes and values towards drug and alcohol use.
- To identify of sources of appropriate personal support. This education is provided through the school's PSHE programme, and also through the science curriculum. Visiting speakers (e.g. health specialists) form a valuable part of the drug and alcohol education programme. Further details of the programme are available. Parents are also given the opportunity to find out about the school's drug and alcohol policy through this policy and through attendance at relevant Parents' events.

## Dealing with Instances

### (a) **Substance misuse or supply off the premises**

If a pupil admits misuse or supply off the premises, the Head of Year should be informed. He or she will take appropriate action in consultation with the Assistant Head, parents and relevant external agencies.

### (b) **Involving substance misuse or supply on the premises or at any activity taking place under the aegis of the School**

The Headteacher and Head of Year should be informed.

The School rule published to all parents and pupils states: "No proscribed drugs or soft drugs may be present at any activity taking place under the aegis of the School. This would include, for example, so called 'legal highs'. **Any student breaking this rule faces permanent exclusion from the School.** These rules apply also to time spent travelling to and from school, break and lunch times."

A school cannot knowingly allow its premises to be used for the production, supply or use of any controlled drug. If it is suspected that dangerous substances are being prepared, supplied or used on the premises, or on school activities, details of those involved and all relevant information will be passed to the local police.

The School will examine very carefully the implications of any action it may take. It will seek to balance the interests of the pupil involved with those of the rest of the School's population. It is certain however that such incidents will result in the exclusion of any pupil concerned.

The Headteacher will take responsibility for liaison with the media. As the issue of substance abuse is an emotive one, and is likely to generate interest from the local or national press, the School will consider very carefully its response and may consult its solicitor to ensure that any reporting of incidents remains in the best interests of all concerned.

## **8. Guidance for Staff**

Where a pupil discloses substance misuse on the premises, staff will inform the Headteacher and Head of Year who will further matters as above. Where a pupil discloses substance abuse off the premises, the matter should be reported to the Head of Year who will use his/her discretion as to how far to proceed. The teacher should make it clear to the pupil that he/she can offer no guarantee of confidentiality given the seriousness of drug abuse.

If a member of staff discovers, somewhere in the School or on a school visit, a substance which is suspected to be harmful or illegal, he/she should not handle it directly, but remove it in the presence of a witness if possible, recording its appearance, quantity, the time, place and circumstances of it coming into their possession. (The witness should endorse the record)

The substance should be taken immediately (or as soon as possible if the incident occurs on a trip) to the Headteacher. The substance will be kept in the School safe pending either collection by the police or disposal by the Headteacher in the presence of another member of staff. Details of the procedure taken should be recorded. Special instructions will apply to overseas trips. Parents / Carers will be informed unless this is not in the best interests of the pupil.

If a pupil is suspected or known to be in possession of a drug, he/she should be asked to hand it over. He/she should be warned that failure to co-operate in this could lead to police attendance. **On no account may he/she be searched against his/her will**, though lockers or bags can be. If the substance is handed over, it should be dealt with as above. All this must again be done in the presence of another member of staff. If a pupil denies possession and offers to be searched, this may only be done by a member of staff of the same sex in the presence of a second member of staff of that sex and the pupil must sign to say that he/she has given permission.

If a pupil refuses to hand over a substance, inform the Head of Year who will ask the Headteacher to request police attendance (the police are allowed to search the pupil). Note: this is likely to lead to the pupil's arrest. Meanwhile the pupil should be isolated and supervised by a member of staff **at all times**.

In the event of the discovery of any equipment associated with substance abuse, such as needles and syringes, pupils should not be allowed to handle them. Staff should handle them with the utmost care, placing them in a rigid container and giving it to the Head of Year who will secure it until collection by the appropriate service (the Health Authority).

#### **9. Written report**

A full written report giving a detailed account of events, time and place should be produced. Names of any witnesses, pupils and/or staff should be included. Remember that this report will be essential evidence if there is a subsequent appeal to either the Governors' Disciplinary Committee or the Independent Appeal Panel; in which event it has to be made available to the parents. The Headteacher will interview the pupil(s) at the earliest opportunity in the presence of a member of staff. A transcript or written record of this interview will be produced. The pupil will be invited also to make a written statement.