

St Olave's Grammar School



DRUGS AND SUBSTANCE ABUSE POLICY

1. Statement of Policy

It should be noted that this policy covers illegal substances (class A, B & C drugs under the Misuse of Drugs Act 1971). 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 well-being.

The School acknowledges the importance of its pastoral role in the welfare of its students, 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 Officer 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 Headmaster 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 Headmaster ensures that 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.

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 Headmaster 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 Headmaster 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 Headmaster 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 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 Headmaster. The substance will be kept in the School safe pending either collection by the police or disposal by the Headmaster in the presence of another member of staff. Details of the procedure taken should be recorded. Special instructions will apply to overseas trips.

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 Headmaster 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 Headmaster 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.