

DRUGS, ALCOHOL & SUBSTANCE MISUSE EDUCATION AND PROCEDURES POLICY

1 Introduction

In keeping with the New Hall Mission & Ethos Statement, this policy seeks to outline the ways in which students are prepared and equipped to meet confidently the challenges of the wider world.

Drug, alcohol and substance misuse is detrimental to the development of young people. The first concern in managing drugs is the health and safety of the School's community and meeting the pastoral needs of students. New Hall School seeks to minimise the following harmful outcomes:

- Health problems - short- and long-term damage to health
- Breakdown of trust which can take place between students, parents and staff
- Harmful effects on peers and other students
- Inability to meet academic and personal potential
- Social/financial difficulties - conflict with parents, teachers and other students
- Legal difficulties - prosecution can affect freedom, career and travel

This policy seeks to respond to these challenges by:

- providing students at New Hall School with consistent messages about the inappropriateness of drug, alcohol and substance misuse
- addressing incidents of such misuse throughout our School in a consistent manner

2 Education

2.1 Responsibility

The School recognises its responsibility to prepare young people for the opportunities and responsibilities of adult life.

If we are to prepare young people for living in an environment where drugs are increasingly used, we need to ensure that all students receive an appropriate curriculum matched to their age and readiness.

2.2 Curriculum

It is recognised that many aspects of the curriculum contribute towards enabling young people not only to know *how* to stay safe from substance misuse, but also to have the high self-esteem and interpersonal skills that *enable* them to stay safe and in control. The raising of every student's self-esteem is fundamental to the School's mission and is embedded within its Catholic ethos.

2.3 School Site

The School is a smoke-free and vape-free site. Pupils are not permitted to bring to School smoking or vaping equipment, including matches, cigarette papers, vaping liquids and lighters. The effects on health of smoking and vaping are taught and discussed as part of the PSHEE curriculum. Should a pupil be found in possession of any items associated with smoking or vaping on school premises, sanctions will be imposed according to the School's *Behaviour Policy*.

As per the *Alcohol Policy*, in particular circumstances Sixth Form students on the School site who have parental consent, are supervised by staff, and are eating a plated meal may have one alcoholic drink. Students, however, are not permitted to have in their possession any alcohol or alcohol-related paraphernalia (such as empty bottles) on the School site. Should a pupil be found in possession of such items, sanctions will be imposed according to the School's *Behaviour Policy*.

Definitions and aims

2.4 Definitions

In this policy, references to 'drugs' or 'substances' include alcohol, controlled drugs (as regulated by the Misuse of Drugs Act 1971) and the paraphernalia of drugs or substances intended to resemble drugs, or 'legal' drugs which can be obtained from a chemist shop, or psychoactive substances (commonly referred to as 'legal highs'). References to 'substances' in this policy also include any CBD infused products, such as Edibles, Drinks, and Vapes (including the disposable 'puff' bars) that contain CBD and or THC oils. In May 2016, the government brought in the 'Psychoactive Substance Act', which made it an offence to produce, supply, offer to supply, possess with intent to supply, possess on custodial premises, import or export psychoactive substances; that is, any substance intended for human consumption that is capable of producing a psychoactive effect. This includes substances such as Nitrous Oxide and Synthetic Cannabis. As of May 2016, it became illegal to produce, distribute, sell or supply performance enhancing drugs, anabolic steroids, glue or other substances held or supplied in each case for purposes of misuse. 'Misuse' includes possession, use or supply of drugs or substances.

2.5 Aims

The aims of the School are as follows:

- To communicate information about drugs and substance misuse and health-related issues. To give accurate and up-to-date coverage of the effects of drugs, alcohol and other substance use, along with the risks and any legal implications.
- To provide opportunities for students to develop their abilities to communicate effectively, assert themselves and take responsible decisions, identifying risks and helping others, thereby enhancing their competence and self-esteem.

These aims can be fulfilled in a variety of ways:

- Issues are addressed across the curriculum e.g. in PE Year 10 (steroids), and Biology
- As part of an integrated PSHEE programme
- Visiting speakers from outside agencies are used to offer particular expertise and all visitors to our classrooms will work to the principles outlined in this policy. The Drug Education programme seeks to achieve the aims of this policy by enabling students to develop knowledge and understanding, acquire skills and evaluate attitudes. This is facilitated through tutorial discussion following input including outside agencies (see above)
- Access to counselling is also afforded to students through the Health & Wellbeing Centre

2.6 Drug Education Programme

The programme adheres to the following principles:

- It will use language appropriate to the age and readiness of the students

- It will link work on safety, relationships and communication skills
- It will offer accurate rather than sensationalised information
- It will ensure that all students, regardless of background and ability, can equally access the programme of work
- It will work to inform parents and collaborate with other schools and outside agencies to ensure that messages about drug misuse are considered

3 Procedures in School

3.1 Introduction

An incident related to drug or substance misuse is any incident where the School has reason to be concerned for the immediate or long-term safety or welfare of an individual student, a group of students, parent, carer or staff member and where illegal drugs or substance misuse are significant or contributory factors.

3.2 General Principles

All drug and substance use carries risks, and these should neither be inappropriately exaggerated nor inappropriately minimised. As such, the School will seek to respond in a measured and balanced way in relation to the extent and nature of the incident through our safeguarding procedures. When dealing with any such incident the following considerations will be observed:

3.1.1 *Professional duty*

Staff have a professional duty to investigate and take appropriate action, either individually or by referral, if there is any reason to believe that the person is at risk

3.1.2 *Duty of care*

Staff should recognise that the School has a duty to endeavour to ensure that drug use, possession of drugs or the making or supply of drugs does not take place on School premises or on School trips

3.1.3 *Medical support*

A young person thought to have misused *any substance* by intent or accident will always be treated as a serious medical emergency. Staff should contact the Health & Wellbeing Centre immediately and give first aid as necessary, then call an ambulance in order to transfer to A&E if it is appropriate to do so

3.1.4 *Safety/Welfare support*

If the young person is at risk from their own behaviour or the behaviour of others, the Designated Safeguarding Lead (DSL) should be informed. The School, including the grounds, will be regularly checked for signs of drug misuse (including discarded drug-taking equipment). The School reserves the right to request a student takes a drug test if there is suspicion of drug use or as part of a system of random drug testing

3.1.5 *Pastoral Support*

All staff have a duty to support and seek professional advice for young people who approach them with problems related to drug use. Prior to further investigation,

any such approach should be considered as a request for help and, as such, first and foremost a pastoral rather than a disciplinary matter

3.1.6 *Discipline*

The misuse of drugs on School premises or on School trips is strictly forbidden. Students who are found in possession of, supplying or using drugs or witnessing others in possession, supplying or using drugs and not reporting the fact will all be treated with the utmost seriousness. The Principal, after appropriate consultation with senior pastoral staff and the Chair of Governors, will take appropriate action, which may lead to suspension, expulsion (i.e. fixed term) or permanent exclusion.

In the event of the Principal imposing a contract of conditions on a student to remain at New Hall, following their involvement with drugs, but having been allowed to stay at the School because of mitigating circumstances, drug tests will be administered at any time during the remainder of their time at the school. If any of these proves positive, the student will be permanently excluded forthwith. Access to professional support (e.g. via counselling) will also be provided.

3.1.7 *Testing*

The School may require a student to provide a biological sample, urine or saliva for testing.

Heads of Boarding have access to alcohol testing kits in their Boarding Houses. Should a boarder in School appear to be under the influence of alcohol, they will be tested in their House with another member of staff as a witness. If there is a positive reading they will be taken to the Health & Wellbeing Centre. Should the relevant Head of Boarding be away from the House or uncontactable for any reason, the Director of Boarding must be informed before a test can be carried out.

Should a drugs test be necessary, it will be administered by staff in the Health & Wellbeing Centre. Guidelines for the test protocols are provided by MOSA (Medical Officers of Schools Association).

The relevant written consent to a drugs test is that of the student rather than the parents, even if the student is under 16 years of age, provided he/she is of sufficient maturity and understanding and gives his/her informed consent in writing. The member of staff leading the procedure will determine whether or not the student is able to provide this consent and may request the additional opinion of a member of staff.

For a positive test result, in line with our primary concern in managing drugs, as stated above (namely for the health and safety of the School's community and meeting the pastoral needs of students), a meeting will be arranged between the Head of Boarding and/or Head of Year and the student concerned. Parents/guardian should be invited to this meeting, the primary focus of which will be to plan the way forward in a supportive manner. This will typically result in the strong promotion and acceptance of relevant professional support via an external agency. Any student who has already tested positive can expect to be re-tested in the future during term time in order to measure abstinence from drugs.

The student will also be reminded about the School's *Drugs, Alcohol and Substance Misuse Education and Procedures Policy* and *Behaviour Policy* and the clear stance these policies take on the possession, supply and taking of drugs on the School premises. If the student subsequently tests positive, then disciplinary action may be taken against the student, which may involve re-consideration about their future at the School.

If a student persistently refuses to take a drugs test, this may be treated as an independent breach of School rules and dealt with accordingly, although given that the School's approach is a supportive one for any who record a positive test, it is expected that such a refusal can be overcome.

3.1.8 *Recording and reporting*

All staff should ensure that the Principal or, in her absence, the Deputy Principal are informed of the incident and a written report should be made. All records will be kept centrally by the Principal. No entry will be made on the student's central file until all the evidence has been gathered and corroborated. The School will regularly follow up drug-related incidents in order to monitor progress. As a general principle, parents will always be notified of the School's concern over a drug-related incident. The only exception to this is when the Principal feels that the welfare of the young person would be placed in greater jeopardy by this action, in which case, the DSL would be consulted. The Principal will report any drug-related incident to the Chair of Governors.

3.1.9 *Media involvement*

If a drug-related incident were to attract media attention, the procedures outlined in the *Critical Incidents Policy* are to be followed.

4 Scenarios

4.1 If drugs or equipment are discovered on school premises

Staff are required to:

- take possession of and store the drugs, substances or equipment securely, under the observation of an adult staff witness. The law 'Provides that if a person took possession of a drug to prevent another committing an offence or continuing to commit an offence and took speedy action to destroy the drug or hand it to an authorised person, this shall be a defence of the charge'. Section 5 Misuse of Drugs Act 1971
- inform the Principal or, in her absence, the Deputy Principal, as soon as possible and record the incident

The Principal or, in her absence, the Deputy Principal will:

- seek police advice regarding identification of the substance and safe disposal
- in the event of a syringe being found on site, it will be recovered safely, placed in a safe container and placed in a secure location prior to safe disposal. Under no circumstances will a syringe be placed in a waste bin. If sharps are reported to the

School in areas that are not under the School's responsibility, staff will contact the local council, who will arrange recovery and disposal

- consider alerting the students and staff to the potential risks from 'stick injuries' and making them aware that 'sharps have been found on site'
- make a written report of the incident
- issue a copy of the written report to the Chair of Governors

4.2 If a student is found in possession of drugs

Staff are required to:

- take possession of the substance - the substance should be clearly labelled and stored securely in the presence of another member of staff
- isolate the student from peers and take them to the Health & Wellbeing Centre to be assessed, monitored and supervised at all times
- inform the Principal or, in her absence, the Deputy Principal at once
- ensure two members of staff are present with the student from then on
- ensure the student does not use a mobile phone during this time

The Principal or, in her absence, the Deputy Principal:

- will seek advice from the police regarding identification of the substance and safe disposal\other legal action
- will inform parents and take appropriate disciplinary action

4.3 If a student is thought to be in possession of drugs

Staff are required to:

- isolate the student from peers and take them to the Health & Wellbeing Centre to be assessed, monitored and supervised at all times
- inform the Principal or, in her absence, the Deputy Principal
- ensure two members of staff are present with the student from then on
- ensure the student does not use a mobile phone during this time

The School reserves the right to search the bag, locker and study bedroom or study base of any student suspected of being in possession of drugs. When carrying out a search for drugs or substances, the School will have regard to the DoF Advice on Searching, Screening and Confiscation, as stated in the School's Searching a student and/or their possessions policy: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Consent from the student should be sought. This does not have to be written - oral consent is sufficient - but if they have reasonable grounds for suspecting that the student may have in his or her possession a prohibited item, then a search without consent can be carried out. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or they might notice a student behaving in a way that causes them to be suspicious. Any search should be conducted ideally in the presence of the student and with an adult staff witness, with at least one of the adults being of the same gender as the student being searched.

The School reserves the right to ask a student to turn out his or her pockets. If the student refuses, under no circumstances will any member of staff attempt to search the student physically/forcibly.

One member of staff will supervise the student whilst the Principal or, in her absence, the Deputy Principal informs the police. The student will remain supervised and the parents will be informed.

4.4 If a member of staff suspects a student is under the influence of a drug, alcohol or other substance

Staff are required to:

- seek medical advice immediately from the Health & Wellbeing Centre or call 999
- perform appropriate first aid measures
- keep the young person as calm as possible
- inform the Principal or, in her absence, the Deputy Principal, who will:
 - a) ensure no other students are at risk (if appropriate call an emergency whole school registration)
 - b) inform the parents/guardian
 - c) if the student is 'at risk', inform the DSL
 - d) if appropriate, inform the police

Staff will never treat intoxication lightly. The effect of any drug on a young person can be highly unpredictable. Intoxication or a suspected overdose (even if the young person appears fit and well) will always be deemed a medical emergency.

Under no circumstances should an intoxicated young person be disciplined until medical advice has been sought. Intoxication from solvents can be lethal if the young person is suddenly shocked, and the unpleasant effects of psychedelic drugs can be exacerbated by discipline, with potentially catastrophic results.

4.5 If a student discloses that they are using drugs

Staff are required to inform the Principal or, in her absence, the Deputy Principal, who will:

- inform the DSL if the student is at risk
- inform the Parents/guardian
- seek advice from the community drug and alcohol team (Essex Young People's Drug and Alcohol Services) and, if appropriate, Social Services

4.6 If a student discloses their parent or their carer's misuse/supply of drugs

Staff are required to inform the Principal, or in her absence the Deputy Principal, who will:

- inform the DSL if the student is at risk.
- if a parent collecting a student from school (especially by car) appears intoxicated, retain the student and notify the Principal, or in her absence the Deputy Principal. If unable to retain the student, telephone 999 and inform the police

4.7 If the School discovers that a student is dealing drugs (including offering to supply) and/or cultivating drugs in the School

Staff are required to inform the Principal, or in her absence the Deputy Principal, who will:

- inform the police
- secure as much evidence as possible, with a secondary adult staff member present as witness. Seizure of mobile phones should be considered in any suspected supply of

drugs. If any suspected substances or associated paraphernalia are found, photograph in situ if possible, with a witness present, then securely seize the suspected items

- work with police to construct an action plan

5 External (professional) sources of support

Listed in Appendix B on the document below is a roll of many national support agencies/charities. This includes local and national helplines (including FRANK for drugs, NHS Smoking Services for tobacco and Drinkline for alcohol), youth and community services and drug services. These sources are in addition to the School's own drug and alcohol education programme.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf