

Including Sandleford, our Early Years Foundation Stage provision

## Substance Use and Misuse

### Statement of Policy

The school will not tolerate either the misuse of substances (as defined below) by any member of the school or 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 role in the welfare of its members through the general ethos of the school. The school is committed to a long term educational programme as outlined below.

This policy can be read with the School's policies on behaviour, health and safety, child protection (safeguarding) policy and safeguarding guidance and DfES guidance *Drugs: Guidance for Schools*.

### Definition of Substance Use and Misuse

These expressions refer to the possession, use and supply of controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse.

St Gabriel's is a non smoking environment and operates an anti-smoking policy. Smoking, the use of e-cigarettes and "vaping" are prohibited on school premises and the prohibition will apply during school related activities which are undertaken outside school premises.

### Educational Aims

Drug taking by young people is a national problem, we have to recognise that our girls are as liable as any child to come into contact with drugs. If this fact is ignored, we deceive ourselves and, more importantly, fail the girls in our care.

The school believes in and supports the following educational aims:

- to provide accurate information on the use and misuse of substances
- to increase understanding about the implications and possible consequences of use and misuse of substances
- to encourage an understanding of those likely to experience substance use
- to seek to minimise the risks that potential users face
- to enable young people to identify sources of appropriate personal support
- to place such use in the wider context of related health and social issues

The school seeks to achieve these aims through the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities.

### The Role of Outside Agencies

The school actively co-operates with other agencies such as Community police, social services, LEA, Health and Drug Agencies to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse.

### Guidance on Action

In instances involving substance possession, supply or use:

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- the school will consider each substance incident individually, following discussions between staff members who know the girl well
- the school recognises that a variety of responses will be necessary to deal with incidents
- the school will consider very carefully the implications of any action it may take
- parent(s) or guardian(s) will be informed at the earliest possible opportunity by the Principal or Vice-Principal
- the police could be brought into school to offer support and advice

The school seeks to balance the interests of the girls involved, the other members of the local community, and may decide that permanent exclusion is the appropriate response. The supply of substances to other members of school will normally be dealt with by immediate exclusion. The school reserves the right to insist on professional help being sought in circumstances where permanent exclusion is deemed inappropriate.

### Guidance for Staff

- All staff are aware of the signs of possible substance misuse; vigilance is essential as is the necessity to act immediately.
- Where a girl discloses substance misuse on the premises, staff must inform the Principal or Vice-Principal immediately and participate in the planning of subsequent action.
- Where a girl discloses substance misuse off the premises, the member of staff must always involve the Principal or Vice-Principal as soon as possible.
- Where a third person discloses substance misuse, the Vice-Principal must be informed immediately.
- Where a member of staff suspects the presence of substances, an immediate search may be carried out. This must be in the presence of a witness and preferably, in the presence of the girl concerned.
- Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should note the two circumstances in which substances may be removed from either *place* or *person*:

a) **Place** - if possible, remove the substance from where it was discovered in the presence of a witness. If this is not possible, take the substance with you whilst you enlist the support of a colleague or pupil as a witness. Continue with the procedures below.

b) **Person** - When receiving substances from a pupil do so, if possible, in the presence of a witness. In the absence of a witness, use your discretion.

See below for further details on searching.

### The following guidelines should be observed at all times:

1. Remove the substance and record the time, place and circumstances when the substance came into your possession.
2. Do not investigate the nature of the substance, but do record its approximate size and appearance.
3. Where possible, have the recordings countersigned by a witness.
4. Take the substance immediately to the Principal or Vice-Principal. Do not keep the substance on your person or in a place of safe keeping.
5. The Principal or Vice-Principal, yourself and when possible, the witness should sign and date the package. An official report should be completed, recording the time, date, and circumstances of the findings.
6. The Principal or Vice-Principal will arrange for its disposal.
7. Following the discovery of any equipment, notify the Principal or Vice-Principal who will take the appropriate action.

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## Searches for drugs, substances and related paraphernalia

### Informed consent

Before any search is undertaken consent will be sought from parents or from the pupil if s/he is of sufficient maturity and understanding. The member of staff leading the search will determine whether or not the student is able to provide this consent and may request the additional opinion of a medically qualified member of staff if required. If the student refuses consent, s/he will be asked to say why s/he has refused. The School will be entitled to draw inferences from his or her response and general demeanour and the police may be informed. If a parent refuses consent, the School may draw inferences from the student's general demeanour and the police may be informed.

### Searches

If staff believe a pupil possesses or has stored drugs, substances or related paraphernalia it may be appropriate for a member of staff to carry out:

- a personal search including the searching of outer clothing and inside pockets; and/or
- a search of school property, e.g. pupils' lockers or desks; and/or
- a search of personal property (e.g. bag or pencil case within a locker)

Searches will be conducted in such a manner as to minimise embarrassment or distress. A second adult witness will be present.

### Monitoring

This policy will be reviewed:

- following any serious incident involving pupils and drugs;
- following the issue of any new guidance from the Department for Education (DfE); and
- in any event, every three years.

The review will be carried out by the Executive. A report will be made to the Governors who will authorise any necessary amendments.

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| <b>Authorised by</b> | resolution of the Board of Governors |
| <b>Date</b>          | Autumn 2010                          |
| <b>Reviewed</b>      | Autumn 2014<br>Summer 2015           |

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| <b>Effective date of the policy</b> | Summer 2015                       |
| <b>Circulation</b>                  | Published on the School's Website |