

CITY OF LONDON SCHOOL FOR GIRLS

POLICY ON SUBSTANCE MISUSE, SUBSTANCE ABUSE
EDUCATION AND DEALING WITH INCIDENTS IN SCHOOL
INVOLVING SUBSTANCE MISUSE

1. Definitions and Terminology

The definition of a drug given by the United Nations Office on Drugs and Crime is
“A substance people take to change the way they feel, think or behave.”

For the purposes of this policy, the term ‘Drugs’ refers to all illegal drugs, all other drugs including **psychoactive substances (formerly known as ‘legal highs’)**, drugs which may legally be prescribed for medical purposes but which can be used for other inappropriate reasons, volatile substances or any other products which can be bought legally but which can be misused, alcohol and tobacco.

~~*NB—For the purposes of this policy and in terms of school discipline, so-called “legal high” substances which are openly available from some shops and over the internet and which exploit loopholes in drugs misuse legislation will be treated in exactly the same way as illegal drugs. [‘Legal highs’ are now illegal]*~~

2. The purpose of this policy is to:

- 2.1 Clarify the requirements and responsibilities of the school.
- 2.2 Reinforce and safeguard the health and safety of pupils and other members of the school community.
- 2.3 Clarify the school’s approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- 2.4 Enable staff to manage any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- 2.5 Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.
- 2.6 Encourage pupils with problems relating to alcohol or drug misuse to seek and accept appropriate counselling.
- 2.7 Promote educational awareness amongst all pupils of the risks involved in alcohol or drug misuse.

This policy follows national guidelines including “Drugs: Guidance for Schools” (DFE 2010).

3. Substance Misuse Education

Drug and substance misuse education aims to provide opportunities for pupils to develop their knowledge, skills and attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle.

Drug and substance misuse education is an entitlement for all pupils and is supported by Section 351 of the Education Act 1996.

Drug and substance misuse education is delivered through the PSHCE/Citizenship Programme and the Science Curriculum.

Where appropriate outside speakers and agencies will be invited in to deliver parts of this programme. For example at present Year 5 follow the DARE Programme delivered by specially trained officers of the City of London Police. Units of work on substance abuse including talks by former users are also provided as part of the 6th form programme and are built into the PSHCE Schemes of Work for Years 8 - 11.

4. School Rules Relating to Drugs and Substance Misuse

Illegal drugs and other substances which can be misused have no place in school. The whole school community is aware that the possession, use and supply of illegal and other unauthorised drugs is unacceptable.

Girls are forbidden to be under the influence of, or to have in their possession, any drugs, alcohol, tobacco or substances which can be misused at any time when they are under the jurisdiction of the school, including on their journeys to and from school, or at any other time when they are identifiable as member of the school community.

Senior pupils may however be permitted to drink alcohol in strict moderation with parental permission and at the absolute discretion of staff on a very limited number of special social occasions such as the Leavers' Ball.

By agreement with the school nurse, pupils may be permitted to have prescription drugs which they require for medical reasons with them, although our normal expectation is that such medicines are handed into the school nurse for safekeeping and administration when necessary.

5. Dealing with Drug Related Incidents in School

Parents and pupils should be aware that the school may report any breaches of the law to the police.

Definition of drug related incidents: these could fall into the following categories:

- 5.1 Drugs or associated paraphernalia are found on school premises.
- 5.2 A pupil is found in possession of drugs or associated paraphernalia.
- 5.3 A pupil discloses that a friend is misusing drugs.

Pupils whose behaviour gives reasonable cause for suspicion that they may be under the influence of drugs or may be involved in substance misuse in any way can expect to be questioned or otherwise investigated. This investigation will be carried out by a senior member of staff requested to undertake it by the Headmistress or in her absence the Deputy Heads.

In the course of investigations, the Headmistress, or in her absence the Deputy Heads, may request the use of urine or breath testing to establish whether misuse of drugs or alcohol has taken place. Please refer to clause 58 of the standard terms and conditions between the school and parents which reads as follows:

The Pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.

Refusal to provide a sample will be taken into account in determining the outcome of an investigation.

Members of staff who have suspicions that a drug related incident has happened or may be about to happen should inform the Headmistress or in her absence the Deputy Heads or another member of the SMT immediately.

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed.

6. If taking temporary possession of illegal drugs staff in school will:

- 6.1** Seal the sample securely and include details of the date and time of the seizure/find, sign in the presence of a witness and include details of the witness present.
- 6.2** Store it in a secure location such as the school safe.
- 6.3** Without delay notify the police.
- 6.4** Record full details of the incident, including the police incident number.
- 6.5** Inform parents/carers.
- 6.6** The Headmistress will inform the Chairman or in his absence the Deputy Chairman of Governors of the incident at the earliest opportunity and will also make contact with relevant officers of the City of London Corporation.

The first concern in managing a drugs related incident is the health and safety of the school community and the pastoral needs of the pupils. In the case of an incident involving drugs the school will place the priority on safety, meeting any medical emergency with first aid and summoning appropriate help before addressing further issues.

If in doubt, medical assistance will be sought immediately.

7. Further Information on Responding to Incidents Involving Drugs

Any response will balance the needs of the individual with those of the wider school community.

These responses may include:

- 7.1 Referral for counselling or other appropriate support
- 7.2 **Suspension**
- 7.3 Pastoral support
- 7.4 **Expulsion**

8. Agencies to which a pupil may be referred

In addition to reporting substance misuse to the police the school may refer pupils involved in substance abuse to their home area Social Services Department or the City of London Social Services Department.

The school will also encourage parents of pupils who have become involved in substance abuse to seek support from appropriate agencies within the community who can provide support.

9. Possible sources of support and information include:

- 9.1 A social worker
- 9.2 Someone at the family's place of worship
- 9.3 A youth counsellor
- 9.4 A GP or practice nurse, who can refer **students** on to relevant services, and will be able to offer advice and support
- 9.5 A local drug project. **See your local area telephone book or ask for the address from your health centre**
- 9.6 The local child and adolescent mental health service - this is a team of skilled professionals, including child psychiatrists, psychologists, social workers, psychotherapists and specialist nurses.
- 9.7 NHS Smoke Free - www.nhs.uk/smokefree
- 9.8 Talk to Frank is a free confidential drugs information and advice line. Tel. 0800 776600; e-mail: frank@talktofrank.com; www.talktofrank.com.
- 9.9 www.addaction.org.uk
- 9.10 www.alcoholconcern.org.uk
- 9.11 www.alcoholics-anonymous.org
- 9.12 www.al-anonuk.org.uk
- 9.13 www.drinksense.org

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