

Alcohol, Drugs and Substances Policy

**(Whole School including EYFS)
Independent Day School for Boys and Girls**

Our Lady of Sion School

Reviewed 11/6/2018

Frequency of review: 3 years

Next review June 2021

1 Introduction

- 1.1 **Scope:** This policy has been authorised by the Governors and is available to parents and pupils on request. The policy relates to possession and consumption of alcohol and the misuse of controlled drugs and other substances and applies to all pupils at Our Lady of Sion School (**School**) irrespective of their age. The policy may also apply at times when a pupil is not in the care of the School. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain of the procedures can only be carried out during term time.
- 1.2 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.
- 1.3 **Drugs and substances:** means 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. This policy covers the possession, use and supply such substances.

2 Policy

- 2.1 **Aims:** The central aims of this policy are:
- 2.1.1 to promote safety, welfare and good physical and mental health;
 - 2.1.2 to promote a mature and moderate approach to the use of alcohol;
 - 2.1.3 to reduce the risk of alcohol-induced misconduct in and out of School;
 - 2.1.4 to keep drugs out of the School.
- 2.2 **Education:** We educate pupils to understand the effect and risks associated with alcohol in relation to their health and well-being and the law and that the use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live. We educate by means of PSHEE courses, by example and by discussion.
- 2.3 **Pastoral care:** We encourage pupils to discuss in confidence any anxieties they may have about use of alcohol or drugs and substance abuse with a member of staff or the school counsellor. Matters brought into counselling by a pupil or his / her parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions or adverse report, but a pupil who contravenes this policy will face disciplinary sanctions.
- 2.4 **School rules:** The rules forbid a pupil from:
- 2.4.1 any possession, use or supply of drugs and substances
 - 2.4.2 bringing alcohol onto school premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on school premises or in the care of the School
 - 2.4.3 bringing the School into disrepute for any reason associated with alcohol or drugs and substances, whether or not the pupil is in the care of the School at the time. Action will be taken when the welfare of any member of the School community or the reputation of the School is affected.

- 2.5 **Detection:** Every complaint, report, or observation in relation to alcohol or involvement with drugs and substances will be followed up and investigated. A pupil suspected of such involvement may be suspended.
- 2.6 **Sanctions:**
- 2.6.1 Alcohol: Sanctions will be applied in accordance with the School's Behaviour and Discipline Policy. For a serious breach or persistent minor breaches, a pupil may be required to leave the School permanently.
- 2.6.2 Drugs: **Anyone supplying drugs must expect to be expelled immediately even if he / she is about to sit public examinations.** Anyone possessing or using drugs must also expect to be expelled but in exceptional cases, a supportive regime (see Appendix 3) may be offered as an alternative to expulsion. The Headmaster is not obliged to offer a supportive regime.
- 2.7 The School arranges educational sessions on the recognition and management of issues involving alcohol, drugs and substances.
- 2.8 **Parents:** If Parents attending school premises appear to be under the influence of drugs or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Officer for child protection. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to the Designated Person or a member of the Senior Leadership Team who may telephone the police. If the Designated Person reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

3 Searches for alcohol, drugs and substances

- 3.1 **Searches with consent:** School staff can search pupils for alcohol, drugs or substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving his / her consent.
- 3.2 **Searches without consent:** Refer to Policy on Searching and Confiscation of Banned Items.
- 3.3 **Police involvement:** If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate

4 Testing

- 4.1 **Biological sample:** A pupil suspected of unauthorised consumption of alcohol or involvement with drugs or substances may be asked to give a biological sample. The reason for this policy is:
- 4.1.1 to deter breaches of school discipline;
- 4.1.2 to identify users;
- 4.1.3 to absolve those who have been wrongly suspected.

Reason to suspect alcohol consumption or use of drugs or substances may arise as a result of information or a complaint received or because of a pupil's behaviour or demeanour.

- 4.2 **Informed consent:** The relevant consent to a test is that of the pupil rather than the parents, even if the pupil 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 investigation will determine whether or not the pupil is able to provide this consent.
- 4.3 **Notifying parents:** Reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a saliva sample and the reasons for that requirement.
- 4.4 **Alcohol:** See Appendix 1 for details of the testing procedure for alcohol.
- 4.5 **Drugs and substances:** See Appendix 2 for details of the testing procedure for drugs and substances.
- 4.6 **Refusal:** If a pupil refuses to provide a biological sample, he / she will be asked to say why he / she has refused. The School will be entitled to draw inferences from his / her response and general demeanour. If a parent's consent is required and they refuse to consent to their child providing a biological sample, the School may draw inferences from the pupil's general demeanour.
- 4.7 **Confidentiality:** Sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs

5 Subsequent action

- 5.1 **Procedure:** The School will treat a positive test, although not infallible, as evidence that the pupil has consumed alcohol or been using drugs, as appropriate. Where there is a positive test, or where the pupil refuses to provide a sample to be tested, a meeting will be arranged at which:
- 5.1.1 the pupil will be asked to attend a meeting with the Headmaster (or, in his absence, the Deputy Headmaster) with his / her parents or a member of the school staff chosen by him / her to assist him / her
- 5.1.2 all relevant evidence, including the positive test result where applicable, will be put to the pupil and he / she will be invited to respond
- 5.1.3 his / her response will be heard and considered and further enquiries will be made if necessary.

When the investigation has been concluded, outside of the meeting if necessary, the Headmaster will make a finding of fact based on the evidence and supported by reasons in accordance with the School's disciplinary policy.

- 5.2 **Sanction:** If the Headmaster's decision after considering all the material evidence is that the pupil has consumed alcohol / been using drugs or substances (as applicable), at the meeting or a later meeting if further investigation was necessary, the Headmaster will outline the range of sanctions he is considering, hear mitigating circumstances and consider the pupil's academic and disciplinary record and the extent to which he / she has co-operated, before deciding on the sanction.
- 5.3 **Review:** If the pupil is expelled or required to leave, he / she and his / her parents have the right to request a Governors' Review of the decision in accordance with the School's Expulsion, Removal and Review Policy.

6 Monitoring

- 6.1 This policy will be reviewed:

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

6.2 The review will be carried out by the Deputy Headmaster, who will also evaluate the effectiveness of education on these matters in the School.

7 Related Documents:

Behaviour & Discipline Policy
Searching & Confiscation Policy
Disciplinary Policy
Expulsion, Removal & Review Policy

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| Authorised by | Chair of Governors |
| Date | 11 June 2018 |

Appendix 1 Testing for alcohol

- 1 **Method of use:** Only members of staff who have received training will be authorised to administer the breathalyser.
- 2 **Refusal:** If a pupil refuses to provide a sample of breath the pupil may be asked to supply, under medical supervision, a saliva sample for analysis in accordance with the drug testing procedures (see Appendix 2).
- 3 **Record:** A written record will be kept when a pupil is asked to take a test and its outcome will be recorded.

Appendix 2 Testing for drugs

- 1 **Saliva sample:** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, he / she may be asked to supply, under medical supervision, a saliva sample for analysis.
- 2 **Medical supervision:** The saliva sample will be taken by a member of the Senior Leadership Team. Two members of staff will be present. All due care will be taken to respect the pupil's privacy and human rights.
- 3 **Testing procedures:** These will be in accordance with standard good practice. The result will be photographed.
- 4 **Medical record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
- 5 **Outcome:**
 - 5.1 reasonable attempts will be made to notify a parent by telephone;
 - 5.2 if the result is positive, a second sample may be taken

Appendix 3 Supportive regime

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| Full name of pupil | |
| Date | |
| Pupil's date of birth | |
| Age now | |
| 1 | I have made a voluntary admission of having used a controlled drug or substance in breach of the School's policy and disciplinary rules. |
| 2 | As an alternative to expulsion, the Headmaster has offered me a supportive regime under which: <ul style="list-style-type: none"> 2.1 for the remainder of this term and the next three school terms, without obligation on the part of the School, I may at any time be asked to provide a urine sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood; 2.2 I understand that I may be asked to provide a saliva sample at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances. |
| 3 | I agree to be subject to this regime and to co-operate with the School in every respect. I understand that the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime. |
| 4 | I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the School. |
| Signed | |