



Drugs and Other Substances Policy

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1 Introduction

Young people face pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. Our purpose as teaching professionals is to do all we can to reduce these pressures, to educate children about the risks of involvement with drugs and to maintain an environment free from illegal drugs and from the temptation to use illegal drugs and other harmful or potentially harmful substances. The responsibility for the education of our students is shared with parents and effective communication and co-operation is essential to the implementation of the School's policy.

It is also our purpose at Trinity:

- To provide pupils with accurate information about drugs, including 'legal highs', and other harmful or potentially harmful substances and make them aware of consequences of substance misuse.
- To help develop in each of our pupils the moral courage to reject those parts of "youth culture" which may be harmful to their health and well-being.
- To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing coping strategies.
- To provide support and confidential counselling for those who may otherwise be tempted to take risks or experiment with illegal drugs.
- To actively discourage the use of illegal drugs and to treat cases of illegal drug usage by students as serious misconduct which will be investigated and may lead to the imposition of sanctions against pupils.
- To provide a firm disciplinary framework for dealing with students who bring illegal drugs into School and use or tempt others to use them at or away from School premises. **Pupils involved with illegal drugs or new psychoactive substances in this way are liable to permanent exclusion.**

This policy has been drawn up in accordance with the guidance contained in the DfES guidance 'DfE and ACPO drug advice for schools' (September 2012).

Parents are expected to give their wholehearted support to these aims.

2 Scope

The policy applies at all times when a student is in the care of the School. It will also apply to complaints or other incidents in or out of School where an individual pupil or the reputation of the School is affected, for example when one pupil is found to have offered illegal drugs or other substances to another.

3 Implementation of the Policy

Implementation of this policy will be based upon trust and understanding between students, staff and parents and is seen as being in the best interests of all pupils at the School. It is also meant to act as a positive and effective deterrent. The Headmaster takes overall responsibility for the policy and its implementation, also for liaison with the Trinity Committee and the Whitgift Foundation, parents and appropriate outside agencies.

4 Education

A continuing programme of education about drugs will be maintained in the School. The programme will be delivered primarily through the School's Personal Development programme.

5 Training of Staff

The programme of education for students will be complemented by appropriate in-service training for staff.

6 Involvement of Parents

Parents will be invited to the School on certain occasions to discuss issues related to adolescence and youth culture.

Parents are also encouraged to contact the School if they feel that their son/daughter may have been offered, or in any way be involved with illegal drugs.

This policy is available to parents via the school's website.

7 Individual Pupils

Help will be provided for any students genuinely seeking it as part of the School's pastoral care provision. The School Counsellor allows students to discuss their anxieties about drugs or substances in confidence if they need to do so, as long as the safety of the student or of other students is not considered to be at risk.

If disclosure of involvement with drugs, or requests for support, come after concerns have been raised by the school, or after the start of an investigation regarding bringing drugs into school, possessing them during school trips / activities or supplying drugs, the disciplinary response will take priority, with due regard to the welfare of the pupil. In other words, admitting to these behaviours will not result in the replacement of a disciplinary response by a pastoral one.

8 Investigation

The School will investigate any report of involvement with illegal drugs or substances. The investigation may involve segregating a student for no longer than necessary: asking him/her questions; asking him/her to give a written account of particular circumstances; searching his/her personal belongings; taking possession of property for analysis; and/or asking the student to provide a **urine and/or hair sample** under appropriate medical supervision. The student will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the Senior Deputy Head in the presence of the student's tutor or another teacher. Sources of information will not be disclosed. Parents will be kept informed so far as practicable.

8.1 Searching

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

- A search of outer clothing; 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. Any search of a student or his/her possessions will be carried out in the presence of the student where possible and another member of staff.

Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the student. For transgender students, the student will be asked to specify the preferred gender of the searchers.

Where the pupil declines to allow a search, this will be taken into account in any subsequent disciplinary procedures.

8.1.1 Informed Consent

Before any search is undertaken, consent will usually be sought from the student if he/she is of sufficient maturity and understanding. The senior member of staff leading the search will determine whether or not the pupil is able to provide this consent. If the student refuses consent, he/she will be asked to say why they have refused. The School will be entitled to draw inferences from their response and general demeanour and the police may be informed.

8.1.2 Searches without Consent

As per DfE Guidance Searching Screening and Confiscation (2018), the Senior Deputy Head and staff, authorised by the Headmaster, may search a student or student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession. This includes alcohol, illegal drugs, tobacco and cigarette papers.

8.2 Confiscation and Disposal / Handover of Property

Where the staff find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize and retain or dispose of the item, taking police advice about its disposal or handover where necessary.

The School will take temporary possession of a substance that is or is suspected to be an illegal drug to protect the pupil from harm and from committing the offence of possession. This is permitted in law. School staff will not attempt to analyse or taste an unidentified substance. The substance will be handed over to the police, who will be able to identify whether it is an illegal drug.

8.3 Police Involvement

If the School seizes a controlled drug, or what staff believe to be such, the School will contact the police to arrange handover. Until it can be passed to the police, the substance will be placed in a plastic bag and labelled with the time and date of the seizure, along with the names of witnesses present, and it will be retained in a secure location.

The police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

The School may use its discretion to decide whether police involvement is appropriate in cases where controlled drugs are not found during a search.

8.4 Testing for Illegal Drugs

Parent's are reminded of the Terms and Conditions (Parental Contract) 7.2 'We may undertake drug testing of your child. The School may undertake drugs testing of pupils in accordance with its drugs or substance misuse policy which has been adopted with the aim of safeguarding the health and safety of all pupils.'

From this it should be noted that if, outside the context of confidential counselling, the Headmaster or one of his Deputies forms a reasonable suspicion that a student has been involved with illegal drugs, the pupil may be asked to undergo a drugs test as per the Drugs Testing guidelines found at the end of this document.

Testing procedures will be in accordance with standard good practice, using an external provider to complete the test with due regard to the privacy and dignity of the student throughout.

Inferences may be drawn from a refusal of a test in these circumstances and may result in the pupil being required to leave the School community forthwith and/or the police being informed.

8.4.1 Informed Consent

The relevant consent to a drugs test is that of the pupil 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 search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

8.4.2 Notifying Parents

Reasonable endeavours will always be made, before a urine and/or hair sample is taken, to notify a parent, or guardian of the requirement for a sample and the reasons for that requirement.

9 Discipline following misuse of drugs or substances

Where a pupil discloses to a member of staff that he/she is taking illegal drugs, the member of staff (except the counsellor as described above) should make clear to the pupil that the information will be shared with the Headmaster and/or Senior Deputy Head and the Designated Safeguarding Lead.

Given the seriousness of substance misuse, the pupil will be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

The School will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents.

9.1 Disciplinary Action in Response to Supply of Drugs

Those who sell illegal drugs, possess them with intent to supply, distribute them, encourage others to use them, whether on or off school premises can expect to be expelled. A decision to expel or require a pupil to leave will be subject to the normal procedures of appeal established by the Whitgift Foundation.

9.2 Disciplinary Action in Response to Possession of Drugs in School / during School trips

If a student brings illegal drugs into school or is found with them in school or on a school trip or visit the student can expect to be expelled. A decision to expel or require a student to leave will be subject to the normal procedures of appeal established by the Whitgift Foundation.

9.3 Disciplinary Action in Response to Other Involvement with Drugs

In every other case where the Headmaster is satisfied that there has been involvement in illegal drugs on or off School premises while under School auspices, or where a pupil has tested positively to illegal drugs, the pupil will normally be expelled, as the health and safety of other students is directly at risk.

Alternative sanctions, depending on all the circumstances, including the student's degree of involvement, and at the sole discretion of the Headmaster after consultation with the Chair of Governors, may include a suspension and a contract.

9.4 Supportive Testing Regime

As an alternative to permanent exclusion, in cases which do not involve possession of drugs in school/on school trips or visits, or supply/encouragement of others to use illegal drugs, the Headmaster in his sole discretion (after consultation with the Chair of Governors) may permit the pupil to remain at School subject to a regime of testing without suspicion at intervals for the rest of the student's time at Trinity. Drug testing will not take place during any period of external examinations. The students and their parent(s) to whom the regime is offered would be required to confirm their consent in writing. A student testing positive to illegal drugs while on this regime would be permanently excluded with immediate effect. Any records of drug testing will not be used for any other purpose.

10 Policy Review Procedure

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)
- In any event, every 2 years

Author / Reviewer:	Sara Ward Deputy Head (Pastoral)
Date of last review:	January 2020
Policy approved by:	Senior Management Team
Date of Approval:	April 2020
Date of next Review:	April 2022

Appendix 1:

Supportive Regime Agreement

Pupil's full name:

Date:

Pupils' date of birth:

Pupil's current school year and age:

I understand that the School has concerns about my wellbeing because I have made a voluntary admission of having used a controlled drug or substance.

As an alternative to permanent exclusion, the Headmaster has offered me a supportive regime under which:

- For a period agreed by the Headmaster, up to the full duration of my remaining time at Trinity, without obligation on the part of the School, I may at any time be asked to undertake a drugs test for analysis in accordance with the procedures described in the attached policy which I have read and understood.
- I understand that I may be asked to undertake a drugs test at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.
- 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 dignity in the operation of this regime.
- 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: _____

Date: _____

Declaration of parents/guardian

I/We the undersigned accept the Headmaster's offer of a supportive regime for the above named pupil, as laid out above.

I/We undertake to co-operate with the regime in all respects and to pay the laboratory charges for the testing as required.

I/We give our prior consent to the random testing of our son/daughter as a part of the supportive regime.

Signed	Signed
Full name	Full name
Relationship to pupil	Relationship to pupil
Date	Date

Appendix 2:

Drug Testing Regime – Procedures for Testing

General Information

Students who are subject to an ongoing Supportive Regime can be tested at any time during the agreement.

The test is a six or nine test panel that tests for:

- cannabinoids,
- amphetamines and methamphetamines
- Cocaine
- Opioids
- Benzodiazepines

Included on a 9 panel test are the following drugs:

- Ketamine
- Mephedrone
- Methadone

The hair test registers use within approximately 3 weeks.

The cost of this test is approximately £300. The parent(s) will be invoiced for this amount (or a pro rata contribution for bursary candidates) after the test.

Planning and Organisation on and before test day

Testing will be booked to take place before midday on the day it is happening, to ensure that Games lessons or early finishes do not complicate procedures, and to allow sufficient time to inform parents once testing has commenced.

Tests will not be booked during internal school exam weeks (either the test itself or the 3 day wait for results) and they will not be booked within 2 weeks of a public exam (GCSE or A level).

In advance of the testing day, the timetable for the student to be tested will be checked, so that his/her whereabouts is known for each lesson of the day. If the student has any free periods during which their whereabouts is likely to be unpredictable, or – for Upper Sixth students – afternoon free periods when they might leave the site to go home, this will be taken into account when planning the day.

In advance of the testing day, the Director of Co-curricular will be consulted about any trips or visits which could mean that the student to be tested is not present in school that day.

At the start of the school day when the test is booked to take place, the presence of the student to be tested will be confirmed by a register check. The Counsellor's list/Music timetable will also be checked to ensure we can be confident of quickly locating the student when the test is due to happen.

The test will take place in the Senior Deputy's Office.

The student will be called to the School Office, when the test is ready to commence. He/she will be asked to bring their school bag. They will be met at the school office by the PA to the Senior Deputy Head, who will bring the student to his office. In his office the Senior Deputy Head will tell the student

that the test is happening and introduce them to the representative of the test company; DNA Legal. During this time, the student should not use his/her mobile phone or laptop/tablet.

If the student refuses to take the test, the parents will be contacted and asked to collect him/her, as an immediate Suspension from school will be triggered.

If the student becomes distressed, he/she will be offered reassurance and support, but the test will still take place. The nurse will be informed prior to the testing should the student require support.

Informing Parents

Once the test has commenced the Headmaster's PA will inform the parents by telephone that the test is underway. The parents will be informed that they will receive an email which includes the answers to likely questions and be reassured of the opportunity to speak to the Headmaster to address any further questions or concerns within 24 hours. Contact details for the testing company will be provided for the parents should they wish to arrange a separate test of their own.

Conduct of Sample Collection

The hair sample will be collected by a representative of the independent testing company. These representatives hold enhanced DBS certificates and are trained in the procedures of collection. The company require approximately 3cm of hair taken from the crown.

During the period of the collection, a member of school staff (usually the Senior Deputy Head) will also be present.

The representative of the testing company will complete necessary paperwork to label the samples. The company use a code name to ensure that the record of the testing is anonymous.

The student being tested will sign to say that they have supplied a hair sample under the conditions set out here.

Results

Turnaround time for results is two to three working days. Once the result is made available by the testing company, this will be shared with the parents. This can initially happen over the phone, with a follow up meeting booked for any questions or further discussion that may need to take place and for a copy of the test results to be handed over. Parents will be provided with a copy of the results once they have been received by the School.

The results of the test, after being shared with the parent, will be logged only in the school's confidential safeguarding information management system. It will not be shared with third parties (eg universities, prospective employers, police) or recorded in any other place at school. It is a condition of the testing company that they will hold a confidential result of the test for 6 years. This is not released to anyone other than the School as the client (not even the parent or student).

section	Change	Reason
1	Expulsion replaced with permanent exclusion	To fit with other policies
8.4	Details of process removed	To be included in 'contract' and in school process (to be put in appendix)

8.4	Reference to medical record removed	To be included in 'contract' or other information to parent re storing of data
8.4	Added highlighted content: Testing procedures will be in accordance with standard good practice, using an external provider to complete the test with due regard to the privacy and dignity of the student throughout.	
8.4	Wording of the new Foundation Terms and Conditions included.	
9.4	Drug Testing Regime (title) replaced with Supportive Testing Regime	A better description of the intention
9.4	Expulsion replaced with permanent exclusion	To fit with other policies
9.4	During the following two years replaced with for the rest of the student's time at Trinity.	
9.4	Both parents and pupils to whom the regime is offered would be required to sign consent forms describing the way in which the regime would operate. Changed to The students and their parent(s) to whom the regime is offered would be required to confirm their consent in writing	Reflects current practice
9.4	Highlighted section removed All records of drug testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the School.	Information about record keeping will form part of briefing for parent?
Appendix 1	Supportive Regime agreement	To clarify what the student and parents will be asked to sign
Appendix 2	Procedure for carrying out testing	To clarify the School's process