

ROEDEAN

Anti-Substance Abuse Policy

INTRODUCTION

Controlled drugs are widely available illegally and will inevitably be used by some pupils during their secondary education.

The School considers to be a potential problem and the school and parents should work together in order to avoid it.

The responsibility for the education of our pupils is shared with parents and guardians therefore effective communication and cooperation is essential to the implementation of a school policy. At Roedean we very much hope parents will share concerns with the school should they consider their daughter is involved in drug use.

The School considers that use of controlled drugs by pupils:

- Will undermine the student's health, safety, independence, opportunity and respect for the law.
- Will undermine the integrity of the school community by exposing other pupils to temptation and to the risk of criminal proceedings.

AIMS OF THE POLICY

- To ensure compliance with criminal law where it is an offence for any person to possess, use, supply or sell controlled drugs.
- To increase understanding of the implications and possible consequences of use and misuse, and the law.
- To widen understanding about related health and social issues e.g. sex and sexuality, crime, HIV and Aids.
- To help develop the moral courage to reject peer pressure, which may lead to experimentation with illegal substances.
- To provide pupils with accurate information about drugs and other harmful substances and make them aware of the potential consequences of substance misuse.
- To enable pupils to make healthy, informed choices by increasing knowledge, challenging attitudes and developing coping strategies.
- To actively discourage the use of illegal drugs and to treat cases of drug usage by pupils as serious misconduct, which will be investigated, and may lead to the imposition of sanctions against pupils.
- To enable pupils who may be in difficulty and whose achievement and performance is impaired to identify sources of appropriate support.

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These aims are fulfilled through aspects of the pupil's experience in the taught curriculum and informal curriculum. Drugs education at Roedean is delivered mainly through the PSHE programme. Other opportunities to reinforce learning occur in alternative parts of the teaching programme such as Religious Studies, English, Drama, Psychology and Modern Foreign Languages.

The school will work with other agencies such as health professionals, the school liaison police officer, social services and education advisors to deliver its commitment to drugs education and to deal with incidents of substance misuse. Outside speakers will be informed of the content and values held within this policy.

POLICY STATEMENT

- The School Council intends that Roedean will remain an environment that is free from illegal drugs.
- Pupils who are on site whilst under the influence of illegal drugs or alcohol are unable to participate fully in learning. They may also present a safety risk to themselves and others. Such behaviour will be treated as a breach of this policy and treated accordingly.
- A breach of this policy will be treated as a very serious disciplinary matter. Pupils found guilty of drug related offences whilst on school premises may lose their place at the school. In appropriate circumstances the Headmistress may offer a supportive drug testing regime as an alternative to this.
- The Headmistress will inform the police of the possession, consumption or supplying of illegal drugs, since each constitutes a criminal offence.
- The policy will be reinforced by a continuing programme of education about drugs. Within the PSHE Programme information will be conveyed about drugs whilst developing communication skills, social skills, self esteem, assertiveness and personal responsibility for a healthy lifestyle.

IMPLEMENTATION OF THE POLICY

THE ROLES OF THE HEADMISTRESS, DEPUTY HEAD and HEAD OF PSHE

Implementation of the policy will be based on trust and understanding between pupils, staff and parents and seen as being in the best interest of all pupils at the school. It is also meant to act as a positive and effective deterrent.

The Headmistress takes overall responsibility for the implementation of the policy, also for liaison with the School Council, parents and appropriate outside agencies.

The Head of PSHE will have general responsibility for handling the daily implementation of this policy through delivery of the curriculum.

The Deputy Head will oversee the pastoral and Child Protection implications of this policy.

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- **Education:** A continuing programme of education about drugs will be maintained throughout the school. The programme will be delivered in the course of PSHE, PE, Chemistry and Biology lessons. It will also form part of the sixth form Horizons programme. All staff will, in addition, have their own contributions to make as appropriate situations present themselves. At the start of each year tutors will remind their tutees of the school rules regarding drug abuse and the consequences of failure to adhere to them. The Headmistress will remind the whole school during the Autumn Term.
- **Training of Staff:** All staff should receive appropriate in-service training at least every three years.
- **Parental Involvement:** Parents will be informed of any changes or developments to the school's drug education programme.
- **Individual Pupils:** Help will be provided for any pupil genuinely seeking it as part of the school's pastoral care provision. Confidentiality, however, **will not** be provided to any pupil disclosing she is taking drugs. Pupils coming forward with a drug problem will be given the appropriate help and support but will be required to go on to a regular drug testing regime if they wish to keep their place at the School.
- **Investigation:** Where there are reasonable grounds to believe that a pupil is involved in substance misuse the School Council has the right of lawful and appropriate detention. The pupil's possessions or person may be searched following the procedure laid down in the school policy on Searching A Pupil's Possessions.
- **Drug Testing:** The School Council have authorised a drug testing procedure under which a pupil who is reasonably suspected of using drugs may be required by the headmistress to consent to a biological sample (such as urine) being taken under medical supervision. The use of drugs referred to here could be within school or out of school. If out of school, use affecting conduct or progress at school. The sample will be sent for testing at an external laboratory in accordance with written procedures made available to parents upon request. Parents will be notified as soon as practicable of any requirement for such a test. Refusal to take a test will be viewed as grounds for belief that drugs have been used.

DISCIPLINE FOLLOWING MISUSE OF DRUGS

When the Headmistress has evidence to suggest there has been a drug related incidence she will inform the Chairman of the School Council immediately.

Each drug incidence will be considered on an individual basis and the school recognises that a variety of responses will be necessary.

The school will temporarily take possession of a substance to protect the pupil from harm and from committing the offence of possession. This is permitted in law. The school will not attempt to analyse the substance, it will be handed to the police who will be able to identify if it is a controlled drug.

Appropriate counselling and support will be available to those pupils deemed to be at risk.

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Where a pupil discloses to a member of staff that she is taking drugs, the teacher should make clear to the pupil that the information will be shared with the Headmistress.

- **Supply** : Those who sell drugs, possess them with intent to supply, distribute them or encourage others to use them, whether on or off school premises while under school auspices, or who refuse a drugs test will be expelled.
- **Other Involvement** : In every other case where the Headmistress is satisfied that there has been involvement in drugs on or off school premises while under school auspices, or when a pupil has tested positive to drugs, the pupil will normally be removed from the school in order to protect the health and safety of other pupils.
- **Drug Testing** : As an alternative to leaving in cases which do not involve supply or manipulation of others to use drugs it will be at the Headmistress's discretion to permit the pupil to remain at school subject to a regime of random drug testing for the following year. Parents and pupils offered the regime would be required to sign consent forms describing how the regime would operate. A pupil testing positive on this regime would be expelled. All records of drug tests will be destroyed when the pupil leaves the school.
- **Review Procedure** : A pupil required to leave the school due to drug involvement will be entitled on written request made by the parents to have her case reviewed in accordance with procedures which would be notified to parents at the time.

MANAGING A DRUGS RELATED INCIDENT

The police will be informed before the school undertakes its own investigation.

Staff should document the incident and report to a senior member of staff immediately.

Senior staff involved in investigating an incident are likely to use questioning and searching of an individual and her belongings. There are dangers and disadvantages in these processes of investigation. They may:

- Cause unacceptable stress to the innocent individual
- Foster a gang mentality through peer group
- Encourage dishonesty and prevent a pupil from admitting something which may lead to expulsion
- Demoralise the school community
- Lead to no clear conclusion or reach wrong conclusions
- Expose the school to litigation by the parents

Staff must bear this in mind and seek to avoid these dangers.

In cases of reasonable suspicion a pupil can be offered to take a drugs test explaining that taking a test could remove suspicion and allow innocence to be established. No pressure should be put on a pupil to do this.

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Procedures for Investigation (to be pursued with the agreement of the police)

1. Natural Justice

The principles of natural justice will normally be satisfied if:

- The pupil is not pre-judged
- The procedures are fair, unbiased and impartial
- Measures are taken to ensure proper care for the pupil
- All necessary investigations are carried out
- The pupil and parents are given opportunity to be heard
- The pupil and parents are warned that expulsion could be the consequence and are informed of an appeal or complaints procedure

2. Possession of Illegal Drugs

When illegal drugs are found on a pupil the law allows staff to take temporary possession of a suspected substance. The substance should be placed into a suitable sealed container in the presence of a witness preferably the Headmistress or Deputy Head.

The Headmistress will inform the police.

It is not permissible to retain the substance as this would be an offence against the Misuse of Drugs Act 1971.

3. Searches

All searches will be carried out in accordance with the school policy 'Searching a Pupil's Possessions'.

4. Fact Finding

The Headmistress will delegate responsibility to a member of the Senior Leadership Team. The parameters of the case will be considered and a draft timetable drawn up. The consequences for all concerned will be anticipated. The Chair of the School Council will be informed.

Parents will be notified at the earliest opportunity. If the pupil concerned shows signs of distress she should be offered the opportunity to have another member of staff of her choice present or be able to speak to parents on the telephone or have them present.

Witnesses

- The Headmistress will preserve confidentiality as far as possible.
- Witnesses may wish to give a written account and should be encouraged to do so.
- The Headmistress may ask a senior member of staff to note main points of what the witness says. These notes should be read over to the witness to ensure they are correct. Initials, the date and time should be recorded in the minutes.

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- Beware hearsay.

Pupil Suspects

- Explain that answers to questions will be noted and considered carefully.
- Explain what has been alleged and unless good reason for confidentiality by whom.
- Read over notes, ask if correct. Initial notes, date and time.
- Tell pupil of next stages.
- If pupil wishes to make a statement this should be done in the presence of an additional adult.
- If parents have not been present and if pupil has admitted to a serious breach of rules likely to lead to expulsion, she should be segregated and parents/guardians ask to attend without delay. She may need to be sent to stay with her guardian.

Making a Decision about Disciplinary Action

- Assess facts , consider re-interview of witnesses or further written statements.
- Decide whom to notify e.g.: Chair of Council, parents, police or other agencies.
- At this point consider pupil's file and disciplinary record.

Meeting with Parents of Pupil

- The Headmistress, SLT member who oversaw the investigation and a staff member 'friend' of the pupil suspect will be present.
- Explain what is alleged, the evidence and the consequences being considered.
- Invite pupil to write statement giving her view and offer parents and pupil time alone together to talk things over.
- After time for reflection consider options. Inform parents and pupil of decision. Suspension may be considered at this stage pending announcement of final decision.
- When decision is expulsion, the parents should be told of the School's appeal procedure. Give written information.
- Ofsted's number may also be given – 08456 404040

Notification

- School Council should be informed of the action taken. In the case of expulsion the School's agreed procedures will be followed.

DRUGS – STAFF ISSUES

Any employee of Roedean taking illegal drugs on school premises or during school hours or selling or buying such drugs or under the influence of illegal drugs during school hours will be dismissed immediately.

This policy has been drawn up in accordance with the guidance contained in the DFE circular 4/95 'Drugs Prevention and Schools', the HMC Working Group report entitled 'Drug Guidelines' and their further report of 01/03. Opinions have also been sought from School Council members, staff, parents and pupils.