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See Distribution

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COVENTRY SCHOOL FOUNDATION - DRUGS AND SUBSTANCE ABUSE POLICY

Introduction

1. The Governors believe that pupils are entitled to a school environment free of pressure to take drugs. CSF Schools must be drug-free zones. Parents are entitled to assume that the Schools will not be an arena for offering or dealing in drugs.

Aim of Policy

2. The policy's aim has three main strands:

- To educate pupils on the dangers of the illicit use of drugs;
- To develop refusal skills and independence of character to say "no";
- To make the School community a "no go" area in relation to drugs;

3. This policy aims to provide a framework to realise the Schools' aims. This policy applies at all times when pupils are on School premises or off School premises while on School activities, such as School trips, or work experience, or on the way to or from School, and at lunchtimes when pupils are in the care of School. This policy is written in accordance with [DfES Guidance 0092/2004](#).

Definition

4. Save where expressly stated, the use of the word "drugs" in this policy includes both drugs that are illegal under legislation such as cannabis or cocaine and legal drugs such as alcohol, tobacco, volatile substances and medicines.

Foundation Approach

5. The use or supply of drugs is strictly prohibited, save where express permission has been granted: for example, the administration of medicines in accordance with the procedures followed by the School Medical Team, or, parental consent for the moderate consumption of alcohol on School trips within local legal age limits.

6. It is the policy of the Foundation that any pupil on School premises, during organised School activities, on the way to or from School, or during lunchtimes when pupils are in the care of School, involved in the possession of drugs is liable to a period of exclusion whether temporary or permanent.

Furthermore, if a pupil on School premises, during organised School activities, on the way to or from School, or during lunchtimes when in the care of School, is found to have been supplying drugs then they will be liable to permanent exclusion (expulsion). The severity and individual circumstances of the offence will be taken into account in determining the eventual punishment.

7. In the event that substances are eventually determined not to be drugs the policy will be equally applicable in circumstances where pupils are in possession of substances that they believe to be drugs or in drugs transactions where substances are purchased in the belief that they are drugs, or substances that are sold being described as drugs.

8. It is recognised that the standard of proof required of any investigation in deciding on guilt, and the subsequent punishment, is based on the balance of probability that any student has committed the offence. However it is also recognised that this balance is such, when considering permanent exclusion (expulsion), that the standard of proof required should be that the School is sure that the pupil committed the offence.

9. Involvement in drug-related activities out of a school context may also have implications for the welfare of other pupils in the School, together with the good name, ethos and discipline of the School. The School has a duty to protect its pupils from such harmful influences. Thus any involvement with drugs whilst not in the direct care of School may be construed as bringing the School into disrepute and prejudicial to the interests of the School and the welfare of its pupils, and become grounds for exclusion whether temporary or permanent.

10. At all times, the first concern for the Foundation in managing drugs is the health and safety of the School community, and meeting the pastoral needs of pupils as a whole. This will be balanced with the interests of the pupil(s) involved, and the School will always consider very carefully the implications of any action that it may take.

11. The School actively co-operates with other agencies such as Community Police, children's social care and the LA to deliver its commitment to Drugs Education and to deal with incidents of substance use and misuse.

Roles and Responsibilities

12. **Governing Body** Governors have a key role in the development of the Schools policies on drugs. As a matter of law, they are responsible for the safety of pupils while on School premises or engaged on School activities. Such responsibilities have been delegated to the Heads. Nevertheless, the Governing Body will wish to be confident that:

- The senior manager responsible for investigation of drugs incidents and the member of staff responsible for drugs education and training (see below) have the appropriate time and expertise to fulfil the responsibilities expected of them;
- Guidance is available to inform the School's policy, practices and procedures relating to drugs and education and the management of drugs; and
- Both drugs education and the management of drugs in the School community are well planned in advance and undertaken in a professional manner.

13. **Role of the Head** While the Head has an important role in being the focal point of the school, the responsibility of the implementation of this policy may be delegated to other key staff. One senior manager may be responsible for the investigation of drugs incidents. Another suitably qualified teacher may be responsible for drugs education and training. The Head will ensure:

- That the Governing Body is kept aware of the provision of drugs education and the management of drugs in the School community;
- That the senior manager responsible for investigations into drugs incidents and the member of staff responsible for drugs education and training are suitably trained and competent to discharge those tasks;
- That the senior manager responsible for investigations into drugs incidents competently discharges his/her responsibilities;
- That the member of staff responsible for drugs education and training competently discharge his/her responsibilities, particularly when dealing with the provision of drugs education and the management/training of staff, both to provide the education and to raise awareness of the issue of drugs within the School community.

14. The Head shall inform the Chairman or in his or her absence one of the vice-Chairmen of the Governors and the Bursar of any incident involving drugs at the School. The Head will normally inform the Police of any drug incident. Details regarding those involved, as well as any relevant information, will be passed to the police. The School will cooperate fully with any subsequent investigation that is then carried out by the police.

15. The Headmaster will also take responsibility for liaison with the media. Drug misuse is an emotive issue and is likely to generate interest from the media. The School will take appropriate advice and legal guidance to ensure that any reporting of incidents remains in the best interests of the pupils, their families and the School.

16. **Role of Senior Manager Investigating Drugs Incidents.** A member of the Senior Management Team (SMT) will be responsible for investigating drugs incidents and this aspect of the role will include;

- ensuring that pupils and parents are aware of the School's strict approach and its rationale for drugs education;
- ensuring that a log book is maintained and completed to record any drugs incident;

17. **Role of Teacher Responsible for Drugs Education and Training.** A suitably qualified teacher will be responsible for drugs education and training:

- Developing drugs education as part of a coherent and progressive programme within the curriculum;
- Ensuring that drugs education is delivered by people or organisations with the necessary subject knowledge;
- Ensuring that teachers involved in drugs education receive sufficient training to develop skills, knowledge and confidence, in providing drugs education;
- Assessing the elements of drugs education in the curriculum to include assessment of the learning by pupils and feedback from pupils about what they have learned;
- Monitoring, evaluating and reviewing the provision of drugs education.

18. **Role of Staff** All staff must;

- Be vigilant at all times about the possible use or supply of drugs in the School community or otherwise in accordance with this policy;
- Report any suspicions about drug use or supply to the senior manager responsible for investigation of drugs incidents immediately;
- Attend such training sessions on the provision of drugs education or the management of drugs in the School community as they are reasonably required to attend from time to time;
- Support this policy and the approach taken by the School towards the provision of drugs education and management of drugs in the School community.

19. If a pupil admits to a member of staff to using or supplying drugs off the school premises, the senior manager responsible for investigation of drugs incidents should be informed. In consultation with the Head, the parents of the pupil may be contacted.

DRUGS ABUSE: INTERNAL STRUCTURE & PROCEDURES

Drugs Education

20. The member of staff responsible for drugs education will be responsible for devising a programme to fit within the curriculum. Issues to take into account when planning a programme include:

- Pupils' existing knowledge and understanding;
- Trends and local drug use;
- Pupils' diversity;
- Delivery to pupils with special educational needs;
- Pupils who require regular medication;
- Pupils whose parents/carers or relatives use or misuse drugs;
- Pupils who have missed substantial amounts of schooling;
- Pupils who are vulnerable to drug misuse;
- Curriculum organisation.

21. In discharging his/her responsibilities, the member of staff responsible will have regard for the DfES Guidance 0092/2004 together with any learning materials issued by the DfE, QCDA or other educational bodies. The member of staff responsible will endeavour to provide an interesting and varied teaching approach to the use of drugs, which may include pupil discussion, real life stories, drama, peer education or the use of external contributors such as the police liaison officer.

22. The member of staff responsible will ensure that the teaching is provided by teachers who have the necessary subject knowledge and are able to employ appropriate teaching methods. This will inevitably require both in-school and external training.

23. Drugs education will primarily be provided through the PSHE programme. The member of staff responsible will be responsible for the assessment, monitoring and evaluation and review of drugs education provision.

24. The School recognises that parental input has a crucial role in preventing drug use. The School will therefore ensure that parents are aware of the School's approach and rationale for drugs education and are given information about their child's drugs education and school rules in relation to drugs. In this regard, it is essential that all parents appreciate the seriousness of any drug incident.

Management of Drugs at School

25. Drug incidents could fit into the following categories:

- A pupil is found in possession of drugs or associated paraphernalia.
- A pupil is found to be involved in the trade or supply of drugs on School premises.
- A pupil is thought to be under the influence of drugs.
- A pupil has knowledge or suspicion about drugs generally on School premises.
- Drugs are found on the School site.

26. The management of drug-related incidents will include the following considerations:

- a. Any member of staff who becomes aware of drug misuse by pupils, or has good reason to suspect it, must inform the senior manager responsible for investigation of drugs incidents who will decide whether and how to investigate. The senior manager responsible for investigation of drugs incidents will immediately inform the Head.
- b. All investigations must observe principles of natural justice. These are observed if the pupil is not pre-judged, if the procedures are fair and impartial, if there is proper care for the well-being of the pupils being questioned, and if the pupil and parents are given a proper opportunity to be heard.
- c. During questioning by the senior manager responsible for investigation of drugs incidents, a second member of staff must be present and keep a record. If a pupil shows signs of distress, he/she should be offered the opportunity of speaking to parents on the telephone or to have them present. At the end, the pupil should be asked to initial the notes (with date and time) or to write out their own account. If it is concluded that a serious breach has occurred likely to lead to temporary or permanent exclusion the pupil should be segregated and, unless there are fears for the pupil's safety, the parents/guardian will then be informed. The pupil will be removed from School pending the outcome of an investigation.
- d. Parents will be informed of what is alleged, the evidence, and the disciplinary decisions made (suspension pending further investigation, suspension, permanent expulsion). They will also be informed of the School's complaints procedure, save for an expulsion which is handled under a separate procedure.
- e. Witnesses should be interviewed in such a way as to preserve confidentiality. They should be asked to sign and date the notes of any meetings or make a written statement, with name, date and time. Hearsay will be treated with caution.
- f. Witnesses must not be promised confidentiality although confidentiality will be maintained if possible.
- g. The senior manager responsible for investigation of drugs incidents will ensure that a record of the incident is made in the drug incident book and that all paperwork is collated and stored safely. He/she will also evaluate the effectiveness of the procedures followed and whether any lessons can be learnt from the incident.

- h. The Head will inform the Police of any illegal substance found or recovered and any such substance in the School's possession must be handed to the Police.
- i. The Head will be responsible for ensuring that a full report of the incident is sent to the Chair of Governors.

Alcohol

27. Schools have a duty to discourage and deter unhealthy and immoderate patterns of drinking, while helping to educate pupils in the balanced, limited social use of alcohol, if and when appropriate.

28. Pupils are forbidden to bring alcohol onto school premises or take it with them on school outings, trips, fixtures etc. Infringement of this rule will be treated as a major disciplinary offence. The following guidelines are provided for staff:

a. The School must never be in the position of tolerating or conniving in the illegal purchase or consumption of alcohol. It is an offence for a person under the age of 18 to buy or attempt to buy alcohol in either on- or off-licensed premises, or to consume alcohol in a bar. Under-age drinking is forbidden and will be treated as a serious breach of School discipline, unless expressly authorised.

b. Pupils aged 18 and over may, on trips or tours involving an overnight stay in the UK, be given permission to go to a public house and consume alcohol, if accompanied by staff. Prior permission must be obtained from parents/guardians and the Head. The rule is moderation: drunkenness would be a serious breach of school discipline. On any day trip or outing (in effect, school time), drinking alcohol would be inappropriate and permission should not be given.

c. There are contexts within which the controlled and limited consumption of alcohol under the age of 18 may be legal and permissible. These are likely to be:

(i) Social occasions in School e.g. a sports club or society dinner including Sixth Formers, subject to:

- the terms of the licence granted for the occasion
- restriction on amounts
- staff control of service
- permission of the Head

(ii) On a trip abroad where licensing laws permit the sale and consumption of alcohol to pupils under the age of 18, but only under the direct supervision of school staff and only after written permission has been obtained prior to departure from parents.

In both cases detailed (i) and (ii) above, spirits must not be made available or permitted to pupils, and drunkenness would be treated as a serious breach of School discipline.

(d) Legally, children over the age of 14 may be present in licensed bars during permitted hours, but it is illegal for them to purchase alcohol and for others to purchase it for them.

Tobacco

29. Pupils are forbidden from bringing or using tobacco on school premises or taking it with them on School outings. To do so is to commit a serious disciplinary offence.

30. Pupils are prohibited from purchasing tobacco for pupils under the age of 18. This is both a criminal and disciplinary offence.

31. Part of the School's drugs education will include education about the dangers of tobacco. The School is legally required to be smoke free and will give appropriate guidance for those pupils who would like counselling or have expressed a desire to stop smoking.

Volatile Substances

32. The schools take great care in the use, security and management of solvents or hazardous chemicals. Such arrangements are set out in the school's Health and Safety Policy. The personal use of solvents by pupils is strictly prohibited.

Medicines

33. Some pupils may require medicines during the School day which have been prescribed for their medical condition. The administration of medicines will only be administered in accordance with the procedures used by the School Medical Team.

34. At no time during the day should a pupil have control of medicines. This also applies to non-prescribed medicines, such as paracetamol and hay fever relief. The only exceptions to this would be with the full approval and knowledge of the School Medical Team. (Examples might include anaphylaxis sufferers with epipens and asthma sufferers with inhalers).

Action to Be Taken Upon the Discovery of Drugs

35. If a pupil is found in possession of drugs or associated paraphernalia, the member of staff who has discovered the possession or suspects the possession should immediately escort the pupil to a member of the Senior Management Team.

36. Any member of staff discovering a substance on the School site should enlist a colleague as a witness wherever possible. If no colleague is nearby then the substance should not be left but removed anyway.

37. The following guidelines should be observed at all times:

a. The substance is removed with a record being kept of the time, place and circumstance

b. The nature of the substance is not investigated but its approximate size and appearance is recorded.

c. When possible, the recordings should be signed by a witness

d. The substance should be immediately taken to the senior manager responsible for investigation of drugs incidents who will take it to the Headmaster. The substance should not be kept in a place of safe-keeping by any member of staff - to do so may place that member of staff at risk.

e. The senior manager responsible for investigation of drugs incidents and the Headmaster should sign and date a record detailing the time, date and circumstances of the findings

f. The Headmaster can choose to arrange for the police to remove the substance from the premises, or may choose to dispose of it in an appropriate way

g. In the event of a discovery of any equipment associated with the substance use, especially needles and syringes, pupils should not be allowed to handle such items. All equipment found must be handled by adults with the utmost care. The Headmaster must ensure that materials are placed in a secure and rigid container to await collection by the appropriate service.

Action to Be Taken Upon the Discovery of a Drugs Incident

38. If a pupil is found in possession of drugs or associated paraphernalia, the member of staff who has discovered the possession or suspects the possession should immediately escort the pupil to a member of the SMT.

39. On reasonable suspicion, searches of a pupil's desk or locker may be made. Searches must always be made in the presence of a second adult witness. Pupils may be asked to turn out their pockets or bag, although cannot be compelled to do so. If a pupil refuses to turn out his/her pockets, DfE advice is to call in the Police who are empowered to conduct a personal search. Physical searches of pupils by staff are not allowed by law.

40. If a pupil is thought to be under the influence of drugs, this should be treated in the same way as any cause for concern about the well being of a student. The pupil should be referred to the School Nurse.

41. Although the circumstances of any particular situation causing concern may differ, drawing attention to the pupil and the nature of the suspicion is a delicate matter. One way forward might be:

- Wait until the end of the lesson.
- Inform the pupil that there are concerns that he/she doesn't look very well and that it would be advisable that he/she visit matron.
- Escort the pupil to the School Nurse and inform him/her (away from the pupil) of your concerns.
- Inform any member of the SMT of the action and suspicion.
- No further mention should be made of the suspicions. Certainly no allegations should be made.
- Any general gossip about drugs amongst the pupils should be noted by the teacher and brought to the attention of the Deputy Head/Drugs Co-ordinator who could then be in a position to monitor the overall status of any rumours and any patterns emerging.

42. Staff should also react to any rumour by quelling any gossip about drugs amongst the pupils by reminding them that it is inappropriate behaviour and also that the School's drugs policy outlines severe consequences for any pupils involved with drugs.

43. Should parents try to discuss drug related issues with staff about pupils other than their own child, or make allegations about other pupils and drug use, then staff should decline to comment but ask the parents to write down any of their concerns and forward them to the Head. Staff should not engage in conversations concerning drugs with parents of other pupils.

44. In any circumstance any member of SMT is always available for guidance and advice with regard to any drugs issues within School and staff should not hesitate to seek their help.

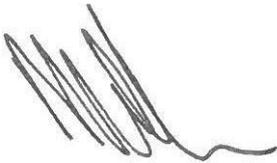
Action to Be Taken If a Referral to the School Nurse Has Been Made.

45. The School Nurse will examine the pupil for any symptoms consistent with a pupil being under the influence of drugs.

46. If symptoms are not indicative of drug use, the School Nurse will treat the pupil as any other pupil who does not seem well. No reference will be made to the suspicion of drug use.

47. If symptoms indicate the suspicion of drug use, the senior manager responsible for investigation of drugs incidents and the Head will be informed by the School Nurse.

48. The Head will contact the parents of the pupil and inform them of the concerns. An investigation will then commence when the behaviour of the pupil has returned to normal.

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form a cursive-like shape, followed by a short horizontal line at the end.

Mr Shaw
Bursar