



SURBITON

HIGH SCHOOL

Drugs

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Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for



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- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

1. Policy Statement

This policy has been written taking into account national and local guidance; in particular, guidance from the DfE and ACPO advice for Schools, Sept 2012.

The policy provides information and guidance about drug education, as well as procedures to respond to any drug-related incident, for students, teachers, support-staff and outside agencies or individuals.

The policy aims to ensure that the approach taken on the issue of drugs is a whole-school one and is part of our commitment to, and concern for, the health and well-being of every pupil at Surbiton High School. Teachers will need to be confident and skilled to teach drug education and students need to receive up-to-date, relevant and accurate information, as well as support.

This policy aims to make clear procedures for responding to and managing drug-related incidents. Sanctions for incidents will be consistent with the Behaviour and Discipline Policy. This Drugs Policy should also be read in conjunction with the PSHE policy, the Child Protection (Safeguarding) policy



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and the First Aid Policy. This policy applies at all times to the School premises and School transport as well as visits/trips/fieldwork/residentials.

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our School community, including those in our EYFS setting.

Surbiton High School is fully committed to ensuring that the application of this Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy is available to relevant parties in accordance with our statement on the provision of information.

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.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this policy to refer to:

- all illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), new psychoactive substances, including edibles¹, and other unauthorised substances
- all over the counter and prescription medicines

In this Policy, Drugs are taken to mean those that are legal, such as alcohol, tobacco and solvents, over the counter and prescribed drugs and illegal drugs such as cannabis, ecstasy, amphetamines, heroin, crack/cocaine, LSD etc. The School believes that the possession and/or use of such drugs in the School, during the School day or when on School visits off-site, or while travelling to and from the School, or in the vicinity of the School is inappropriate. The drugs/substances covered by this policy are not to be bought, sold, or otherwise exchanged or brought onto School premises, or while students are on School visits. Individual exceptions may be made for students who require prescription medicines where appropriate and are subject to written approval by the Principal.

Under the Misuses of Drugs Act 1971, it is generally illegal to possess or supply a drug covered by the Act, unless authorised (e.g., possessing drugs prescribed for personal medical use). Solvents are dangerous substances as well. Under the Intoxicating Substances (Supply) Act 1985, it is illegal for

¹ Edibles are food products that contain cannabis. There are many forms of edibles, including sweets. They usually contain Tetrahydrocannabinol (THC) and Cannabidiol (CBD).



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anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication. Paradoxically it is not actually an offence to inhale solvents for the purpose of intoxication.

2.1 Definition of a drug-related incident

In the School, a drug-related incident includes any incidents involving any drug that is unauthorised and therefore not permitted within School boundaries.

Drug-related incidents do not always involve illegal substances but can involve: students smoking cigarettes (including e-cigarettes) in the School, a parent collecting their child whilst drunk, pupils selling cigarettes (including e-cigarettes) to other pupils, misusing another pupil's asthma inhaler, disclosing concern about a family member who has a drug problem, giving medicines to another pupil, a teacher with information about the illegal sale of cigarettes (including e-cigarettes) at a local newsagents, a member of the public phoning the School to say they have seen School students smoking in the area.

In all drug-related incidents the following principles will apply:

- The Principal, Vice Principal and DSL will be informed immediately
- All situations will be carefully considered before deciding on the response
- The needs of the student will always come first, whilst also taking account of the needs of the School as a whole
- Parents will be involved at an early stage and throughout any investigation
- Support agencies, including the police, will be involved as appropriate and in keeping with legal requirements
- A range of responses will be considered including disciplinary and counselling/supportive responses.
- If at all possible, permanent exclusion will be the final resort
- Any action taken will be in line with the School's Behaviour and Discipline policy.
- Decisions about the response will depend on the severity of the situation, whether the offence is one of a series or a first time and whether the person involved is putting themselves and others at risk. The Principal, in consultation with key staff will decide whether a disciplinary and/or counselling action should take place.
- Incidents will be reported to the Chair of the LGB



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Aims:

- to ensure that Surbiton High School is free from illegal drugs
- to educate pupils on the effects of drugs on the mind and body
- to provide opportunities for pupils to practise the personal and social skills and the strategies needed to deal with situations involving drugs
- to promote the individual's self-confidence, self-esteem and self-worth
- to explain the legal situation with regard to the use and misuse of drugs
- to enable young people to identify sources of appropriate personal support in dealing with issues relating to drugs
- to enable parents to acquire knowledge of and support in dealing with issues relating to drugs

Any pupil involved in illegal drugs when he/she is under the School's authority can expect to be permanently excluded from School and the police will be informed. Being under the School's authority means:

- throughout the School day, whether on or off the premises
- whenever he/she is involved in any activity organised by the School
- whenever he/she is identifiable as a member of the School

In addition, where it has been brought to the attention of the Principal that a pupil has been formally cautioned by the police for the possession and/or supply of an illegal drug the school reserves the right to exclude any pupil, even if the pupil was not under the School's authority at the time of the offence.

2.1.1 Tobacco and Smoking

Smoking is the single most preventable cause of premature death and ill-health in our society. The School policy on smoking aims to give pupils the message that the habit creates health problems for smokers and non-smokers alike, that non-smoking represents the norm in society and that it receives support from the School and staff. Legislation has made it an offence for children under 18 years to be sold tobacco products.

Surbiton High School is a smoke-free site.

Aims:

- to ensure that cigarette smoking (including e-cigarettes) is not tolerated at the School
- to educate pupils as to the immediate dangers of smoking
- to encourage those pupils who do smoke to break free from the habit
- Smoking, or being in possession smoking materials (including vaping and e-cigarettes) or tobacco, is prohibited when a pupil is under the School's authority. The School's policy on drugs defines when a pupil is under the School's authority.



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- Pupils found smoking or in possession of smoking materials can expect their parents to be informed and to be excluded. For a persistent offender the Principal reserves the right to review the pupil's membership of the School community.

2.1.2 Alcohol

Alcohol is a depressant drug, particularly when taken in large quantities. Even at low levels, the potential for serious accidents arises. The Licensing Act of 2003 makes it generally illegal for alcohol to be sold to anyone under the age of 18, or for a person under 18 to buy alcohol.

Aims:

- to develop knowledge and understanding about alcohol as a drug and its effects on the body
- to encourage sensible, appropriate and safe drinking behaviour
- to practise personal and social skills and the strategies needed to deal with situations where alcohol is present
- to educate the pupils as to the place of alcohol in the political, social and economic environment in which it exists.

Drinking, or being in possession of alcohol is prohibited:

- in School buildings or grounds (except on formal occasions sanctioned by the Principal)
- when under the authority of the School, in public houses and other licensed premises and whenever prohibited by law
- whilst on School outings and trips (exception on formal occasions sanctioned by the Principal)

Pupils found in possession of alcohol, or using it, whilst under the authority of the School (as outlined in the policy on drugs) can expect to be excluded.

2.1.3 Medicines

Some pupils may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record-keeping procedures are all clearly set out in the First Aid policy.

The First Aid policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. Surbiton teaching or non-teaching staff must not give non-prescribed medication to students unless supplied with written authorisation by parent.



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2.1.4 Volatile substances

Some solvents or hazardous chemicals are legitimately used by staff or students. These substances are stored securely (in line with COSHH regulations) and managed to prevent inappropriate access or use. Arrangements are set out in the Health and Safety policy. Pupils must not bring these substances on site

2.2 Possession of an illegal drug

If any pupil is found in possession of and/or has the intent to supply an illegal drug, it will be taken from the pupil under the conditions stated in the Searches and Confiscation of Property Policy. The substance will then be taken immediately to the Vice Principal and DSL. The Principal will be informed straight away. The pupil will then be interviewed by the Senior Vice-Principal. The police will be consulted concerning the nature of the substance. If it is an illegal drug, the pupil will be isolated immediately, and his/her parents called to the School. The Principal or Vice Principal and DSL will speak with them and the pupil can expect to be expelled. The illegal drug will be handed over to the police who may prosecute the pupil.

2.3 Drug Testing

Where there is concern about a pupil regarding the misuse of drugs, it is possible, with the consent of the relevant pupil and parents, for drug testing to take place.

2. Procedures

Implementation of the policy will be based on trust and understanding between pupils, staff and parents and be seen as being in the best interests of all the pupils at the School. It is also meant to act as a positive and effective deterrent. The Principal takes overall responsibility for the implementation of the policy, in liaison with the SLT, Parents, LGB Members and appropriate outside agencies. The Vice Principal and DSL will oversee pastoral care and Child Protection implications of this policy.

2.1. Educational programme

The School has a pro-active policy concerning the use of illegal drugs and substances, alcohol and tobacco. This is expressed in assemblies, Form Periods, Science lessons and the PSHE programme.

2.2. Training for Staff

Staff at Surbiton will receive appropriate training as required.



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2.3. Parental Involvement

Parents will be informed of any relevant changes or developments to the School's PSHE programme. From time to time the School will arrange sessions in which information about illegal drugs and their use will be presented, as well as on tobacco and alcohol.

2.4. 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 that he or she is taking drugs. Pupils coming forward with a drug problem will be given the appropriate help and support will be required to be regularly monitored in the testing procedure. In all instances parents will be informed.

2.5. Investigation

Where there are reasonable grounds to believe that a pupil is involved in substance misuse as defined by illegal drugs, the School 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's Searches and Confiscation of Property policy

All investigations will be carried out by a member of the School's Senior Leadership Team in consultation with the Vice Principal and DSL.

2.6. Actions following the misuse of drugs

If the Principal has evidence to suggest that there has been a drug-related incident, she will inform the Chair of Governors 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 take temporary 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; rather, 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.

Where a pupil discloses to a member of staff that she/he is taking drugs, the teacher should make clear to the pupil that the information will be shared with the Senior Vice-Principal and the Principal.

2.6.1. Confidentiality

Teachers cannot and should not promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If a student discloses information which is sensitive, not generally known, and which the student asks not to be passed on, it should be discussed with a member of SLT. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- child protection
- co-operating with a police investigation



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- referral to external services
- every effort will be made to secure the student's agreement to the way in which the School intends to use any sensitive information.
- it may be necessary to invoke local child protection procedures if a student's safety is under threat. It will be only in exceptional circumstances that sensitive information is passed on against a student's wishes, and even then the School will inform the student first and endeavour to explain why this needs to happen. These exceptions are defined by a moral or professional duty to act:
 - where there is a child protection issue
 - where a life is in danger.

2.6.2. 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 are likely to permanently excluded.

2.6.3. Other involvement

In every other instance where the Principal 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.

2.6.4. 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 Principal'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 permanently excluded. All records of drug tests will be destroyed when the pupil leaves the School.

3. 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 the Vice Principal and DSL or member of SLT immediately. If the incident happens on a visit or residential then the School should be contacted.



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Parents / carers will be informed, unless this is not in the best interests of the pupil. If the child is felt to be at risk, the Child Protection (Safeguarding) Policy will come into effect and Children's Services may be contacted. Only the Principal or Vice Principal and DSL will decide that parents/carers will not be informed.

The Vice Principal and DSL or member of SLT involved in investigating an incident is likely to use questioning and searching of an individual and their belongings. Process must be just and reasonable:

- The pupil is not pre-judged
- The procedures are fair, unbiased and impartial
- Measures are taken to ensure proper care for the individual
- All necessary investigations are carried out
- The pupil and parents are given the opportunity to be heard
- Exclusion should not be the automatic response to a drug incident; however, the pupil and parents will be warned that permanent exclusion could be the consequence and are informed of an appeal or complaints procedure
- 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 Principal or the Vice Principal and DSL. The Principal or Vice Principal and DSL 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.

All searches will be carried out in accordance with the School's Searches and Confiscation of Property policy.

In taking temporary possession and disposing of suspected illegal drugs, staff will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
- store it in the School safe without delay and notify the police, who will be asked to collect it and then store or dispose of it. The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but in the case of an illegal drug will normally do so. Liaison will take place to ensure the safe disposal of any substances. Where a student is identified the police will be required to follow set internal procedures
- record full details of the incident, including notes of any discussions with the students. These should include date, time place and people present. The police incident reference number should also be included.



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3.1. Fact-finding in context of investigation

The parameters of the case will be considered, and a draft timetable drawn up. The Chair of the LGB will have been informed. Parents will have been informed at the earliest opportunity. A pupil showing any signs of distress should be offered the opportunity of having a preferred member of staff to be present. Confidentiality and accuracy of written account maintained. Contextual information will be considered.

3.2. Parental Meeting

The Principal, Vice Principal and DSL, any other staff present at the pupil investigation will be present. Explanations of the allegation, the evidence and the consequences will be considered at this stage. The likely outcome would be a suspension at this stage pending announcement of a final decision. When the decision is permanent exclusion, the parents should be told of the School's appeal procedure. The LGB should be informed of action taken and School's procedures followed.

4. Drugs – Staff involvement

Any employee of Surbiton High School 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.



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5. Document Information

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