

# KING EDWARD'S SCHOOL POLICY DOCUMENT

**Title: School Policy on Drugs**

Policy Category	Pastoral
Status	Approved
Approved by	SMT/Governors Education & Performance Committee
Current Author	WJQ
Last Approved/Updated	March 2024
Frequency of Review	Two Years
Date of Next Review	March 2026
Application	Senior School
Responsibility	Deputy Head Pastoral

# KES SCHOOL POLICY ON DRUGS

## Introduction

Increasingly, young people face greater pressures to use or experiment with drugs and other potentially harmful or addictive substances. It is important for KES to do all it can to reduce those pressures, to educate pupils about the risks of involvement with drugs and to maintain an environment that is free from drugs and the culture of drugs. This policy outlines the School's approach to the use and abuse of drugs, solvents and other substances potentially hazardous to health.

The School is committed to the health and safety of all members of the school community and to protecting pupils, as far as it is able, from the harmful influence of drugs, alcohol, tobacco and other potentially dangerous substances. All staff are expected to set a good example by their own actions and behaviour. Pupils, parents and employees can expect the School to treat any illegal involvement with such materials, by any member of the school community, extremely seriously.

In its capacity *in loco parentis*, the School cannot allow pupils to bring alcohol, tobacco, illegal drugs or other potentially dangerous substances such as solvents onto the School premises, or to use them on the journey to or from School, on trips and visits or on any other occasion when the pupil is in School uniform or representing the School in any official capacity. It is also likely to act in instances where a pupil's use of such materials off the premises includes Class A drugs, places the pupil concerned or fellow pupils at potential risk of harm, or brings the School into disrepute.

Whilst the School will do all it can to deter pupils from experimenting with these materials, and will educate with the aim of harm reduction through the Learning for Life (LfL) programme, our pastoral care system and in the enforcement of the School Rules, parents must understand that it is doing so against a background of a popular youth culture which places considerable pressure on children and adolescents to experiment, and in which alcohol, vapes, tobacco and other drugs are readily available.

Regrettably, no school in the country can give a categorical assurance that all its pupils will refrain from experimenting with vaping, tobacco, alcohol or drugs. As a day school, King Edward's is unable to exert any direct control or influence over young people during evenings, weekends and holidays when parents are deemed to assume responsibility for them, and we would request that parents assist us in our campaign to protect young people by monitoring their children's social life carefully and being vigilant for the signs of alcohol, tobacco and vape use. We ask parents to encourage legal and responsible behaviour at all times. We want to work in close partnership with parents in these matters, for it is only by working together that we can provide maximum protection to the young people in our joint care. We encourage parents and pupils to reach out to us for support where necessary on these issues and will work with families and young people who do so in a positive way.

The following policy seeks to:

1. Establish the guidelines for a whole-school approach to education with regard to illegal drugs and other potentially addictive substances including alcohol and tobacco.
2. Clarify for parents and pupils in unambiguous terms what the School's approach is to alcohol, tobacco, drugs and other harmful or illegal substances.

3. To have a clear understanding of the School's procedures in the management of drug/alcohol/tobacco-related incidents and the likely actions the School would take where pupils are found to be in possession of such materials on the premises or supplying or encouraging other pupils to use them outside school hours in their leisure time.

4. Enable pupils to identify sources of support within school and confidential advice outside it.

The Policy has been drafted in consultation with senior members of the teaching staff, the School Nurse and with due regard to government and Local Authority guidelines and has been approved by Governors.

## **Drug, alcohol and tobacco education**

The Senior School provides education on these issues through a combination of science lessons and a co-ordinated and coherent Learning for Life programme. Our education programme aims to empower pupils by providing them with necessary information to increase their knowledge of the potentially harmful effects of alcohol, tobacco and drugs, to raise their self-confidence and sense of personal responsibility and to develop their decision-making skills in order to enable them to be better able to resist pressures to take drugs, vape, smoke or consume alcohol to excess.

Teaching staff and the School Nurse(s) are provided with training and support to help them deliver effective education in this area and to respond to situations with consistency and sensitivity. The School will also use the services of relevant outside agencies, including the Police, health services and advisory centres where such specialist knowledge and advice could be beneficial and in accordance with their own guidelines for professional practice.

In all cases, the programme will be relevant to the age, experience and maturity of the pupils concerned and will have due regard to religious, social and cultural context.

The programme for pupils is supplemented with periodic awareness-raising and information evenings for parents.

Information about local drugs and alcohol support services, along with general advisory services for young people will be provided for pupils and parents, but staff at the School cannot give individual advice to pupils about their personal drug use and are unable to guarantee confidentiality in cases of serious drug misuse.

## **Specific policies**

### **1. Prescribed medicines**

Policies regarding prescribed medicines are outlined in our 'Administration of Medication' policy.

### **2. Vaping and Tobacco**

Pupils are not permitted to bring vapes, puff bars, vape oils, cigarettes or tobacco in any form, matches or lighters onto the School premises or to any off-site School events, activities or visits, at home or abroad.

Such items will immediately be confiscated and disposed of. Any pupil found with any of these items in his or her possession or caught vaping or smoking on or off the premises during school

time, on off-site activities or during the journey to or from School can expect to serve a Headmaster's Detention.

Association with a person who is smoking or vaping is liable to be sanctioned as a smoking or vaping offence.

Pupils displaying a developing addiction are provided with help and advice, through the School Nurse, who may also refer cases on to other supporting health professionals.

### **3. Alcohol**

Pupils, including those who are 18 years or older, are not permitted to bring alcohol to School or consume alcohol at School, or whilst participating in school activities or trips, at home or abroad.

However, in certain circumstances, special dispensation may be given by the Headmaster for the consumption of alcohol.

#### **3.1: In school**

The School reserves the right to send home any pupil who arrives on the premises in a state of inebriation, either during the School day or for an evening or weekend function, or who has clearly been drinking prior to arrival.

Any alcohol found in school will immediately be confiscated and disposed of.

Any pupil who, in the course of investigations, admits to having a problem with habitual drinking or occasional excessive ("binge") drinking will be offered pastoral support and guided toward outside agencies for specialist advice and support.

#### **3.2: School trips**

It is the responsibility of all staff organising activities, events or trips to draw the attention of parents and pupils to the school rules on alcohol beforehand. It is important that ALL staff are consistent in their enforcement of these rules.

Where special dispensation has been granted by the Headmaster for the consumption of alcohol, Party Leaders must:

- i) Inform parents in advance of the situations in which alcohol may be consumed and **gain parental agreement.**
- ii) **Supervise pupils** who are drinking to ensure that they behave in a sensible and responsible manner.

**Pupils must be made aware that any breach of the Leader's guidelines is a serious disciplinary matter.**

#### **Guidance to Staff accompanying trips**

It may be helpful to remember that if it is necessary to apply sanctions:

- Pupils can be issued a sanction upon return to school.
- Pupils may be confined to rooms as a punishment or be expected to remain with a teacher when other pupils are allowed 'free time'.
- In extreme cases, a pupil may be sent home early. However, if this step is considered appropriate, the teacher must first contact the designated member of SMT for the trip; ensure that parents are made aware of the situation; ensure that the pupil is escorted back to

School or, for an older pupil, sent under carefully considered arrangements to be met on arrival.

**There is an expectation that staff will never ‘cover up’ incidents involving alcohol, which occur on a School trip.**

### **Consumption of alcohol by adults on School Premises**

The consumption of alcohol by staff, parents or adult visitors on School premises or during events/activities organised by or on behalf of the School is permissible when the event falls into one of the following categories:

- It is an event/activity at which alcohol is to be sold and for which the necessary local authority licence has been sought and obtained.
- It is an event/activity organised by or on behalf of the School where a pre-purchased ticket price includes the provision of an alcoholic beverage.
- The specific purpose of the event is directly connected to alcohol, e.g. a wine-tasting
- A decision has been taken by the Governors or the Headmaster to serve a limited amount of complimentary alcohol for purposes of hospitality at an official School function e.g. Prizegiving, Founder’s Day, parent or staff social events.
- Some on-site staff social events.

Alcohol should not be served at gatherings where pupils are present, unless the Headmaster has given dispensation.

No KES pupil should be permitted to serve on any bar at an event organised by or on behalf of the School, unless the specific permission of the Headmaster has been sought.

During such events, there is an expectation that alcohol will be consumed in moderation, will not result in inebriation or in anyone posing a risk to themselves or to others, or causing embarrassment to the School.

## **4. Solvents and other volatile substances**

The School will ensure that all solvents and potentially harmful chemicals are stored safely and securely, and pupils are supervised carefully in the event of them having to be used in the course of their work. Pupils should not bring any solvents on to the premises and must not bring aerosols onto the premises because of the potential risks to those with asthma or other bronchial problems.

Any pupil caught abusing such a substance can expect the School to take similar action as in the case of alcohol, vaping or tobacco use.

## **5. Illegal drugs**

In no circumstances may any pupil bring drugs or other illegal substances onto the School premises, or to any off-site School events, activities or trips, at home or abroad, nor should they use or encourage other pupils to use them off School premises. In the case of infringement of these rules, the School reserves the right to inform the Police in accordance with local Police guidelines.

A record of all drug-related incidents will be kept by the Deputy Head (Pastoral).

Pupils and parents should be aware that a range of sanctions up to and including permanent exclusion will be applied in the case of:

1. Possession of any illegal/unauthorised drug
2. Any use of such drugs on school premises, on the journey to and from school or on any activity organised by or on behalf of the school
3. Use of Class A drugs outside of school
4. Supplying or dealing in illegal/unauthorised drugs for the purposes of misuse

The nature of any sanction applied will be determined by an assessment and evaluation of the severity of any individual instance or the nature and extent of an individual's involvement and will be proportionate to it.

However, parents should note that, whilst the School would wish to be sensitive to the needs and problems of any child involved in whatever capacity with drugs, it must also have regard to the welfare of the School community as a whole and this must, ultimately, be the priority in arriving at any decisions with regard to action taken by the School in response to an incident.

Parents should note that with regard to exclusions for behaviour outside School but not on School business, the Headmaster may exclude a pupil if there is a clear link between that behaviour and maintaining good behaviour among the pupil body as a whole.

### **5.1: Reporting**

Pupils are encouraged to report immediately to a member of staff any matter(s) concerning illegal drugs, psychoactive substances or associated items.

Any member of staff who is informed that or otherwise has reason to suspect that a pupil is taking, dealing in, or otherwise involved with illegal drugs, psychoactive substances or associated items, should report the matter immediately to the Deputy Head (Pastoral).

### **5.2: Follow up actions**

Where it is reported or suspected that a pupil has illegal drugs, psychoactive substances or associated items on their person or in their possession at school, the following actions will be taken:

1. The pupil will be interviewed by a senior member of staff (with another member of staff present).
2. They may be asked to empty their pockets, bags etc in front of the senior member of staff and a witness (See 'Appendix 2 – Searching'). This may also extend to their locker. If a pupil refused, the School will try to contact the parents. The Police may also be involved.
3. If any illegal drugs, psychoactive substances or associated items are found, the pupil will be questioned further, with the parents in attendance (if they are available at the time) and a witness. If the pupil's parents cannot be contacted or are not available at the time, the interview will go ahead without them.

See 'Appendix 2 – Types of Drugs Incidents' for further information on how the School would manage incidents involving drugs.

.....

**Dissemination of the Drugs Policy.**

A copy of this Policy is available for download from the School website or by telephoning the School office. Parents are asked to familiarise themselves with its contents and discuss them with their children. It is also included within the Senior School Staff Handbook.

**Monitoring and Evaluation.**

This policy will be reviewed by the Head, Governors and Senior Management Team every two years.

## Appendix I - Searching

The School reserves the right to search pupils and their possessions.

The Head, or a member of staff authorised by the Head, may search a pupil provided there is another staff member present as a witness. The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a pupil will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school.

The School will always consider the age of the child to be searched and any SEND or vulnerabilities (including certain health conditions) the child may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding and Child Protection Policy.

The consent of a pupil will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the pupil has in his/her possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched), or cause damage to property, or the pupil has, or is reasonably suspected to have in his/her possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco ((including e-cigarettes/vapes) and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Head (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Head (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.



## **Appendix 2 – Types of Drugs Incidents**

### **1. The School is made aware by the Police or by a member of the public that drugs are being sold in the School vicinity**

#### *Immediate response*

The School would seek to obtain as much detail as possible from the Police about times, location, nature of drug(s) being supplied and any other relevant information.

#### *Subsequent action*

The School would follow any Police advice as to the extent to warn parents and pupils, or not, of the presence of drug dealers.

### **2. Drugs or associated paraphernalia are found on school premises**

#### *Immediate response*

In the course of the school day any teaching or operational staff should report to the Headmaster or Deputy Head any drugs or associated paraphernalia which are found. The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purposes of protecting pupils and preventing offences from being committed. In the presence of a witness, the member of staff should collect the items for storage and make a record of what has been collected. Drugs will be stored temporarily in a locked container in the School safe whilst the School consults the Police on the most appropriate means of disposal or arranges for the Police to collect the item(s) in question for forensic testing.

#### *Subsequent action*

Internal enquiries will be made in order to ascertain, if possible, how and when the item(s) concerned may have been brought onto the premises and by whom. Appropriate disciplinary procedures will then be implemented.

### **3. A parent seeks advice from school about (possible) drug use by a pupil**

#### *Immediate response*

Much will depend upon whether the parent's enquiry arises from concern about their own child's (possible) drug use out of school hours or whether their purpose is to inform the School of suspicions about another child. The School will always follow up parental concerns in a balanced and appropriate manner, but finds it more able to proceed with investigations whereby detailed information is provided such as names, dates, locations etc. The School will respect privacy where it is able to do so. Anonymous reporting is possible, but makes it more difficult to establish the full facts.

#### *Subsequent action*

If the School has grounds for believing that there may be some substance in any allegation it will conduct investigations, and then implement appropriate follow-up procedures which may include disciplinary procedures.

### **4. A pupil discloses that, out of School, they are misusing drugs, or a friend or family member is misusing drugs**

#### *Immediate response*

Whilst a teacher should be sensitive to a pupil's request not to pass on information, teachers in these instances cannot and should not automatically promise total confidentiality. The boundaries of confidentiality should be made clear to pupils. If the pupil passes on information which is

sensitive and not generally known, the teacher may be obliged to refuse confidentiality if there are grounds for believing that:

- the person or persons concerned are “at risk of significant harm” either self-harm or harm from others.
- the evidence may need to form part of a Police investigation.

In such circumstances the pupil would be informed why it would not be possible to respect confidentiality and why information might have to be passed on within school to the relevant sector and pastoral staff and to the relevant external agency or agencies.

#### *Subsequent action*

The School would involve the parents at an early stage with the pupil’s knowledge, unless there were grounds for believing that the home circumstances were themselves contributing to the risk, in which case local Child Protection protocols would be followed.

In consultation with parents, the School may advise that outside specialist support agencies should be contacted so that counselling can be arranged.

Depending on the level of the disclosure, the class of drug involved, and the timing, the school may instigate investigation procedures as outlined in this policy.

### **5. A pupil is found on the premises or during a school activity under the influence of drugs.**

#### *Immediate response*

In any case where a pupil is believed to have taken drugs or to be under the influence of alcohol on the premises, the immediate priority must be to involve the School Nurse. If the situation occurs off site or the Nurse is not available, the priority must be to provide appropriate medical first aid (if required) or summon additional medical assistance and an ambulance. In such circumstances the following procedures should be adopted:

If the young person is conscious, the staff member should:

- ask him/her what has happened, to identify any drug used and any other pupils involved
- collect any drug sample on or near the young person
- ensure they do not induce vomiting
- keep the young person under observation, warm, quiet and calm

If the young person is unconscious, the staff member should ensure that he/she can breathe and place in the recovery position but should not:

- move the person if a fall may have led to spinal or other serious injury which may not be obvious
- give anything by mouth
- attempt to make the person sit or stand
- do not leave the person unattended or in the charge of another pupil

As soon as medical help arrives, the member of staff concerned should pass on any information and inform senior staff. Parents should be contacted as soon as possible and the School Nurse or a member of staff should accompany the pupil to hospital until the parents can arrive there.

#### *Subsequent response*

An investigation will be carried out as outlined below.

**6. A pupil is found or reported on the premises or on a school activity as using or being in possession of drugs or associated paraphernalia; or drug use off site is reported.**

*Immediate response*

- Immediate medical first aid, as above (if required)
- Temporary confiscation of the pupil's mobile 'phone
- The pupil will be requested to hand over voluntarily any drugs which he/she is suspected as having in their possession. \*

\* Staff are permitted to search a pupil's pockets, locker or bags, with the pupil's consent. Should such a request be refused, it is reasonable for the School to be suspicious and, in such circumstances the School reserves the right to consult with a senior member of staff and continue a search, and/or immediately request Police assistance. After any search, the School will contact parents, regardless of whether the search is positive or negative.

Where it has been reported that a pupil's drug use has been shared on social media, the school staff are permitted to search a pupil's device, with their consent, and to look at open social media accounts.

*Subsequent action*

A preliminary investigation will be carried out by a minimum of two senior members of staff (usually a Deputy Head and a Head of Sector/Head of Year). The investigation will include questioning of the individual(s) concerned and of any witnesses and the following up of any leads and all pupils would be kept apart during such an investigation. During any interview there should be at least one other adult present to act as an independent observer in the interests of both the pupil and the teacher. A full written record will be made of any incident and may be required by the Police in support of any investigation they might subsequently undertake.

An initial assessment will be made as to whether the severity of the incident determines Police intervention or whether it is purely a matter for internal disciplinary action by the School. The School may ask for informal advice from the Police School Liaison Officer without divulging the pupil's name before making a final decision as to whether or not to involve the Police officially.

The results of the investigation will be presented to the Headmaster who has discretion to use their professional judgement in determining any sanctions to be imposed, regardless of what may or may not be the outcome of any Police investigation. Much will depend upon:

- whether or not the young person concerned has supplied drugs to others
- whether or not the pupil has admitted or denied the allegation or the offence
- whether or not this is first offence or part of a pattern of regular or habitual use
- the extent of the drug taking involved
- the nature of the drug in question
- the pupil's motivation for taking the drug
- whether the young person concerned was pressurised by others into this action or was himself/herself the prime mover in persuading others to be involved
- the pupil's general disciplinary record

If this is a first offence and the severity of the incident is deemed to be relatively low, it is likely that the pupil would serve a period of suspension and be readmitted on condition of signing an

agreement not to re-offend. The school reserves the right to stipulate a need for a random drug testing programme and probationary period.

The pupil would be advised to take appropriate counselling either within School, or with a recognised drugs counselling service and may need additional pastoral support within School. In addition, if the investigations conducted by School or the Police have given rise to suspicion that there may be a climate of drug-taking in the home with one or more parents habitually using drugs, the School may consider the pupil to be “at risk of significant harm” and follow Safeguarding procedures.

Re-offence would almost certainly lead to permanent exclusion, as would clear evidence in the course of the investigation that the pupil had already used drugs on the premises or during a School activity on at least one other previous occasion. In such a case, the School would do what it could to assist the parents to secure a “managed move” to another school, either independent or maintained, where the pupil could be given a new start.

In the case of a pupil proven to be involved in the use of a class A drug on site, or in supplying drugs of any kind to others, permanent exclusion is the most likely sanction to be implemented.

**7. A pupil is suspected of being a recognised source of supply of drugs on or off School premises.**

*Immediate response*

In such an instance, the School would be obliged to call in the Police to conduct an investigation if the Police were not themselves the original source of the information.

*Subsequent action*

In the event of the allegation being proven, the School would almost certainly insist upon the permanent exclusion of the pupil concerned.