

Drugs and other substances Policy

Applies to:	All students in colleges and boarding.
Approved by;	I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Principal and the Board of Directors.
Date reviewed:	September 2019
Next review date:	August 2020
Policy to be reviewed by:	College Nurse (tbc)

Introduction

Given a national backdrop of increasing drug and other substance misuse among teenagers, including alcohol, we wish to ensure that our students are given every support to avoid the dangers of any substance misuse and to create an environment free from drugs and substance abuse in Chelsea Independent College and the boarding house.

In all contexts, we aim as a college to find the right balance between a strong disciplinary line and an educational principle that one can learn from mistakes, though essentially any illegal drug use is not tolerated and breaches the college's code of conduct. This said, we wish to establish a culture here where students feel that they can ask for help knowing that taking such a step could lead to support.

Definition

The substances covered by this policy and referred to as 'drugs' are:

- All illegal drugs including what use to be called 'legal highs' (that is, those compiled in the Misuse of Drugs Act, 1971 and all updates to this Act)
- Volatile substances which give off gas or vapour and which can be inhaled (e.g. alkyl nitrates, ketamine, 'poppers')
- Misuse of over-the-counter and prescription medicines
- Alcohol misuse

Policy Aims

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

It is also our purpose at CIC:

- To ensure compliance with the criminal law under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the College to allow its premises to be used for those purposes.
- To help develop in each of our students the moral courage to reject those parts of "youth culture" which may be harmful to their health, integrity, independence, opportunities and respect for the law.
- To maintain the integrity of the College community, to reflect the wishes of parents, and to provide support and confidential counselling for those who may otherwise be tempted to take risks or experiment with illegal drugs.
- To provide a firm disciplinary framework for dealing with students who bring illegal drugs into College and use or tempt others to use them at or away from College premises. Students involved with illegal drugs in this way are liable to expulsion.
- To increase understanding of the implications and possible consequences of use and misuse, and the law.
- To provide students with accurate information about drugs and other harmful or potentially harmful substances and make them aware of consequences of substance misuse.
- To enable students 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 illegal drug usage by students as serious misconduct which will be investigated, and, may lead to the imposition of sanctions against students.

This policy has been drawn up in accordance with the guidance contained in the DfE and ACPO advice for college (September 2012). Parents are asked to give their wholehearted support to these aims.

Scope

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

Any student involved with the misuse or distribution of drugs on college and/or boarding premises would expect to lose his/her right to remain a student of our college.

Similarly, any reported drug misuse or distribution which takes place away from college/boarding premises either at weekends or during the holidays and which could have

an impact upon any student, the community or which could bring the college into disrepute is likely to have severe disciplinary consequences that could lead to exclusion.

Education

In relation to any possible involvement of a college with drugs it is vital that parents and college stand shoulder to shoulder. The college is dependent upon - and grateful for - any reinforcement of the college's stance on drugs that parents are able to provide. In addition, it is expected that parents do not condone involvement with drugs in any way. Parents will no doubt be vigilant during college holidays in ensuring that no involvement with drugs occurs. Indeed, it needs to be made clear that any such involvement during the holidays may impact on the student, the college, members of the college or the college community and may result in onerous consequences following the student's return to college.

We aim to educate students and staff at regular intervals about illegal and 'legal' substances through Personal, Social, Health and Economic Education, INSET and through talks from visiting specialists. We aim to give students confidence and skills and strategies that they can engage to avoid pressure from peers.

Drug education within the PSHEE programme explores ways of helping students to resist undesirable forms of peer pressure, including pressure to experiment with drugs, and to confront the question of drugs in terms of responsible decision-making. Staff have access to the Nurse for qualified medical advice and counselling.

Individual Students

Help will be provided for any students genuinely seeking it as part of the College's pastoral care provision. The tutorial system and the presence of the College Counsellor allows students to discuss their anxieties about drugs or substances in confidence, if they need to do so. However, confidentiality will not be provided to any student who discloses that she/he is taking illegal drugs. A student coming forward with a drugs problem will receive help, but will also be required to go on to a programme of regular drug testing if they wish to remain at the college and receive its support. The terms of the students' future place in the college are outlined in a contract which must be signed by both parents and student (Appendix 1).

Investigation

Suspicious of drug use may arise from physiological behaviours, evidence of drug paraphernalia or information received by staff, parents or students.

The College will investigate any rumour about involvement with illegal drugs or substances. The investigation may involve segregating a student for no longer than necessary; asking them questions; asking them to give a written account of particular circumstances; searching their personal belongings; taking possession of property for analysis; and/or asking the student to provide a urine sample under appropriate supervision. Investigations will be conducted fairly and in accordance with natural justice. The student will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the Vice Principal or Head of Boarding in the

presence of the student's tutor or another teacher. Sources of information will not normally be disclosed. Parents will be kept informed so far as practicable.

Involvement with drugs is a breach of criminal law. It is the college's policy to notify the police of any breach of the law involving drugs on college or boarding premises. The college reserves the right, however, to carry out its own disciplinary proceedings whatever may or may not be decided by the police and at a time independent of any proceedings initiated by the police.

Searching

Informed consent: Before any search is undertaken consent will usually be sought from parents or from the student if he/she is of sufficient maturity and understanding. The member of staff leading the search will determine whether or not the student is able to provide this consent and may request the additional opinion of a medically qualified member of staff if required. If the student refuses consent, he will be asked to say why he has refused. The College will be entitled to draw inferences from his response and general demeanour and the police may be informed. If a parent refuses consent, the College may draw inferences from the parent's general demeanour and the police may be informed.

Searches without consent: In relation to alcohol and prohibited items as defined in Section 2 of the Misuse of Drugs Act 1971, the Principal, and staff authorised by the Principal, may search a student or a student's possessions, without their consent, where they have reasonable grounds for suspecting that a student has a prohibited item in their possession.

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

- a search of outer clothing; and/or
- a search of college property, e.g. students' lockers or desks; and/or
- a search of personal property (e.g. bag or pencil case within a locker).

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a student or his possessions will be carried out in the presence of the student and another member of staff.

Where a student is searched, the searcher and the second member of staff present will be the same gender as the student.

Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item.

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

Testing Procedure

Given sufficient evidence, a student may be asked by the Principal, Head of Boarding or Vice Principal to take a urine or other suitable test straight away; consent to such a test is outlined



in the parent contract and student drug testing forms (Appendices 2 & 3). Refusal to take a test will be perceived as a strong presumption of a student's involvement with drugs and constitutes a breach of the college's disciplinary procedures.

The type of testing used varies depending upon the circumstances but in each case standardised procedures are used which are designed both to ensure the fairness of the test and reduce to a minimum any stress the subject may feel. The purpose of a test in these circumstances is to give a clear indication of drugs that have been taken recently. Urine sampling is designed to give an indication of very recent activity.

Police involvement

If the College seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the College will deliver it to the police as soon as reasonably practicable. In all other cases, the College may decide to request the involvement of the police from the outset. If the police suspect that a student possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the College to investigate.

The College may use its discretion to decide whether police involvement is appropriate.

Testing for illegal drugs: If, outside the context of confidential counselling, the Principal forms a reasonable suspicion that a student has been involved with illegal drugs, the student may be asked to provide a urine sample under appropriate supervision (i.e. medical supervision with a member of the College staff present) at College premises.

Informed consent: The relevant consent to a drugs test is that of the student rather than the parents, even if the student is under 16 years of age, provided he/she is of sufficient maturity and understanding and gives his informed consent in writing. The member of staff leading the search will determine whether or not the student is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

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

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

The outcome of the test, whether positive or negative, will not form part of the student's permanent medical record.

"Drugs" means controlled drugs including cannabis, Temazepam, LSD, cocaine, amphetamines, ecstasy and heroin and includes both illegal drugs and those that are legal when present in medicinal products of low strengths (and which may be obtained with or without a prescription).

"Involvement with illegal drugs" includes possession, use, supplying and dealing with illegal controlled drugs or substances resembling illegal controlled drugs.

"Substances" means all controlled drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a student.

"Reasonable suspicion" means a suspicion based on a cogent reason stated by the Principal.

"Satisfied" means "more likely than not" in the opinion of the Principal.

Discipline following misuse of drugs or substances

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

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

Appropriate counselling and support will be available to those students perceived to be at risk.

Where a student discloses to a member of staff that he/she is taking illegal drugs, the member of staff should make clear to the student that the information will be shared with the Principal and/or Vice Principal. Given the seriousness of substance misuse, the student will be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

Supply, etc: Those who sell illegal drugs, possess them with intent to supply, distribute them, to encourage others to use them, whether on or off college premises while under college auspices will be expelled.

Other Involvement: In every other case where the Principal is satisfied that there has been involvement in illegal drugs on or off College premises while under College auspices, or where a student has tested positively to illegal drugs, the student will normally be expelled, as the health and safety of other students is directly at risk. Alternative sanctions, depending on all the circumstances, including the student's degree of involvement and at the sole discretion of the Principal after consultation with the Chairman of Governors may include a suspension.

Drug Testing: As an alternative to expulsion in cases which do not involve supply or encouragement to others to use illegal drugs, the Principal in his sole discretion (after consultation with the Chairman of Governors) may permit the student to remain at College



subject to a regime of testing without suspicion at intervals during the following two years. Drug testing will not take place during any period of external examinations. Both parents and students to whom the regime is offered would be required to sign consent forms describing the way in which the regime would operate. A student testing positive to illegal drugs while on this regime would be expelled immediately. All records of drug testing will not be used for any other purpose and will be destroyed when the student concerned leaves the College.

Review Procedure: A decision to expel or require a student to leave will be subject to review by a panel of three governors upon written request made by the parents in accordance with the Review Procedure.

Monitoring

This policy will be reviewed:

- following any serious incident involving students and drugs
- following the issue of any new guidance from the Department for Education (DfE) and
- in any event, every three years.

APPENDIX 1:

Contract for students who may be permitted to stay at the college who have admitted to involvement in drug use.

1. Having revealed to the college the details of his/her involvement with drugs, the Principal will allow to continue his/her education, provided the following terms are met in full and with his/her unconditional co-operation.
2.'s parents agree that any medical advice/counselling programme put in place by college is supported and paid for by the parent.
3. During the remainder of 's time at college, he/she will be asked to supply urine or hair samples for testing. The cost incurred in the administration and analysis of these tests will be charged to the parents.
4. Any subsequent proven involvement with drugs whether inside or outside the college premises and whether during term time or in the holidays, will result in immediate exclusion.

Declaration by the parents:

I/We have read and accept the terms set out in this contract and undertake to support the college in applying the terms outlined herein.

..... (Parent 1)

..... (Parent 2)

Declaration by the student:

I have read, understood and accept the terms presented in this contract and promise to abide by them.

I understand that failure to cooperate with any of the above terms will result in permanent exclusion from the college.

..... (student)

APPENDIX 2:**Student Urine Drug Testing Form**

Name: _____

Tutor: _____

As stated in the Policy for Substance Misuse and Substance Misuse Testing, we have a strict policy on drug use. To test for the presence of drugs in your system we use an integrated cup which tests a sample of urine for the presence of illegal drugs. You will be asked to provide a sample of urine which will be tested immediately and provide a result within 5 minutes. To carry out the test you need to urinate into the cup, close the lid and return it to the tester.

Please sign below to confirm that:

- You understand the procedure of the test
- You permit us to carry out this drug test
- Whatever the outcome is, you are ready to accept it and any consequences

Are you taking any medication (legal or illegal) at this time?

Signed: _____

Dated: _____

Tester notes:

Tester signature: _____

Dated: _____

Witness signature: _____

Dated: _____

APPENDIX 3:**Student Hair Drug Testing Form**

Name: _____

Tutor: _____

As stated in the Policy for Substance Misuse and Substance Misuse Testing, we have a strict policy on drug use. Due to a previous positive urine test we need to carry out a hair sample test which will be sent off for analysis. Results will be received within 2 working weeks and will detail drug use within the last 90 days. The test requires taking approx. 100 hairs of at least 4cm in length. These can be taken from your head or body, under guidance from the college nurse.

Please sign below to confirm that:

- You understand the procedure of the test
- You permit us to carry out this drug test
- Whatever the outcome is, you are ready to accept it and any consequences

Are you taking any medication (legal or illegal) at this time?

Signed: _____

Dated: _____

Tester notes:

Tester signature: _____

Dated: _____

Sender signature: _____

Dated: _____