

Policy for Substance Misuse and Substance Misuse Testing

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.
Policy created/updated:	October 2017
Next review date:	October 2018
Policy to be reviewed by:	Terri Al-Rabee

1. 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.

2. 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

3. Scope and authority of policy

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.

4. 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.

Any student who volunteers anxiety or concern about their involvement with drugs to a member of staff will be supported in order that they may steer clear from drugs during their time at college. This support will be on condition that both the student and his or her parents agree to the student receiving counselling and undergoing periodic urine or hair testing, both at parents' expense, at the college discretion, during the remainder of the student's time at the college. If such a test is found to be positive, then the student shall be required to leave the college immediately, whether or not the abuse took place on college premises or during term-time. 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 A)

5. Discipline

It is explicitly stated in the College rules that the use, supply or involvement with drugs or any harmful substance is forbidden.

If a student is suspected of taking drugs at college and/or the boarding house, or of being under the influence of drugs, the Vice Principal/Head of Boarding will be responsible for conducting an investigation. This investigation and any necessary searches of rooms/personal property will be conducted in line with college and boarding policies. Parents will be kept informed as far as it is practical to do so.

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

As part of the investigation, it might be deemed necessary to authorise a urine or hair test. 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.

6. 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 (Appendix B & C). 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.

APPENDIX A:**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 B:**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 C:**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: _____