



# **Alcohol, Drugs and Substances Policy (Whole School including EYFS)**

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**Independent Day School**

**Our Lady of Sion School**

Last Reviewed: June 2024  
Frequency of Review: 3 years  
Next Review Due: June 2027

## 1. Introduction

- 1.1 **Scope:** this policy has been authorised by the Governors and is available to parents and pupils on request. The policy relates to possession and consumption of alcohol and the misuse of controlled drugs and other substances and applies to all pupils at Our Lady of Sion School (**School**) irrespective of their age. The policy may also apply at times when a pupil is not in the care of the School. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain procedures can only be carried out during term time.
- 1.2 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.
- 1.3 **Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, NPS (New Psychoactive substances), glue, cigarettes, e-cigarettes, and vapes, gum containing nicotine, edibles, and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

## 2. Policy

- 2.1 **Aims:** the central aims of this policy are:
- 2.1.1 to promote safety, welfare and good physical and mental health;
  - 2.1.2 to promote a mature and moderate approach to the use of alcohol;
  - 2.1.3 to reduce the risk of alcohol-induced misconduct in and out of School;
  - 2.1.4 to keep drugs and other banned substances out of the School.
- 2.2 **Education:** we educate pupils to understand the effect and risks associated with alcohol, drugs, and other substances in relation to their health and well-being and the law. Furthermore, that the use of illegal drugs and other substances is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live. We educate by means of our Personal Development courses, invited guest speakers, and in the science curriculum, by example and by discussion.
- 2.3 **Pastoral care:** we encourage pupils to discuss in confidence any anxieties they may have about use of alcohol or drugs and other substance abuse with a member of staff. Matters brought into counselling by a pupil or their parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions or adverse report, but a pupil who contravenes this policy will face disciplinary sanctions.
- 2.4 **School rules:** the rules forbid a pupil from:
- 2.4.1 any possession, use or supply of drugs and other substances
  - 2.4.2 bringing alcohol and other prohibited substances onto school premises or being in unsupervised possession of alcohol and other prohibited substances or obtaining or supplying alcohol and other prohibited substances to another or being impaired by alcohol and other prohibited substances while on school premises or in the care of the School.

- 2.4.3 bringing the School into disrepute for any reason associated with alcohol or drugs and other substances, whether or not the pupil is in the care of the School at the time. Action will be taken when the welfare of any member of the School community or the reputation of the School is affected.
- 2.5 **Detection:** every complaint, report, or observation in relation to alcohol or involvement with drugs and other substances will be followed up and investigated. A pupil suspected of such involvement may be suspended.
- 2.6 **Sanctions:**
- 2.6.1 Alcohol: sanctions will be applied in accordance with the School's Behaviour and Discipline Policy. For a serious breach or persistent minor breaches, a pupil may be required to leave the School permanently.
- 2.6.2 Drugs: **anyone supplying drugs must expect to be expelled immediately even if they are about to sit public examinations.** Anyone possessing or using drugs must also expect to be expelled, but in exceptional cases a supportive regime (see Appendix 3) may be offered as an alternative to expulsion. The headteacher is not obliged to offer a supportive regime.
- 2.6.3 Other Prohibited Substances: Anyone caught in possession of prohibited substances should expect to receive a fixed term exclusion while an investigation is carried out. The outcome of which would be decided by the headteacher.
- 2.7 The School arranges educational sessions on the recognition and management of issues involving alcohol, drugs, and other substances.
- 2.8 **Parents:** if Parents attending school premises appear to be under the influence of drugs or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Officer (DSL) for child protection. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to a member of the Senior Leadership Team who may telephone the police. If the Designated Person reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

### 3. Searches for alcohol, drugs and substances

- 3.1 **Searches with consent:** School staff can search pupils for alcohol, drugs, or other substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving their consent. A student search should take place away from other students, with two members of staff, and the young person's dignity should always be considered.
- 3.2 **Searches without consent:** refer to **Searching and Confiscation Policy**.
- 3.3 **Police involvement:** if the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise, the School will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a pupil possesses or has stored drugs, other substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

## 4. Testing

4.1 **Biological sample:** a pupil suspected of unauthorised consumption of alcohol or involvement with drugs or other substances may be asked to give a biological sample. The reason for this policy is:

4.1.1 to deter breaches of school discipline;

4.1.2 to identify users;

4.1.3 to absolve those who have been wrongly suspected.

Reason to suspect alcohol consumption or use of drugs or other substances may arise as a result of information or a complaint received or because of a pupil's behaviour or demeanour.

4.2 **Informed consent:** Our preferred way of working would be to always involve and seek permission through parents or guardians in any testing process. However, the relevant consent to a test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided they are of sufficient maturity and understanding and give their informed consent in writing. The member of staff leading the investigation will determine whether or not the pupil is able to provide this consent. If the child has enough intelligence, competence and understanding to truly be informed about their (medical) treatment, (in this case, consent for a test) they would be considered Gillick competent.

4.3 **Notifying parents:** reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a saliva sample and the reasons for that requirement.

4.4 **Alcohol:** see Appendix 1 for details of the testing procedure for alcohol.

4.5 **Drugs and other substances:** see Appendix 2 for details of the testing procedure for drugs and other substances.

4.6 **Refusal:** if a pupil refuses to provide a biological sample, they will be asked to say why they have refused. The School will be entitled to draw inferences from their response and general demeanour. If a parent's consent is required and they refuse to consent to their child providing a biological sample, the School may draw inferences from the pupil's general demeanour.

4.7 **Confidentiality:** sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs.

## 5. Subsequent action

5.1 **Procedure:** the School will treat a positive test, although not infallible, as evidence that the pupil has consumed alcohol or been using drugs, or other substances as appropriate. Where there is a positive test, or where the pupil refuses to provide a sample to be tested, a meeting will be arranged at which:

5.1.1 the pupil will be asked to attend a meeting with the Headteacher (and one of, the Deputy Headteacher or Senior Leader Head of Pastoral and Designated Safeguarding Leader) with their parents and or a member of the school staff chosen by them to assist them.

5.1.2 all relevant evidence, including the positive test result where applicable, will be put to the pupil and they will be invited to respond.

5.1.3 their response will be heard and considered and further enquiries will be made if necessary.

When the investigation has been concluded, outside of the meeting if necessary, the Headteacher will make a finding of fact based on the evidence and supported by reasons in accordance with the School's disciplinary policy.

5.2 **Sanction:** if the Headteacher's decision after considering all the material evidence is that the pupil has consumed alcohol / been using drugs or other substances (as applicable), at the meeting (or a later meeting if further investigation was necessary), the Headteacher will refer to the policy on fixed term and permanent exclusions to consider the range of sanctions, hear mitigating circumstances and consider the pupil's academic and disciplinary record and the extent to which they have co-operated, before deciding on the sanction.

5.3 **Review:** if the pupil is permanently excluded or required to leave, they and their parents have the right to request a Governors' Review of the decision in accordance with the School's Expulsion, Removal and Review Policy.

## 6. Monitoring

6.1 This policy will be reviewed:

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

For further guidance for pupils on alcohol, tobacco and other drugs, visit:

[www.childline.org.uk/info-advice/you-yourbody/drugs-alcohol-smoking/drugs](http://www.childline.org.uk/info-advice/you-yourbody/drugs-alcohol-smoking/drugs)

[www.nhs.uk/live-well/alcohol-support](http://www.nhs.uk/live-well/alcohol-support)

[www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) [www.nacoa.org.uk](http://www.nacoa.org.uk)

[www.talktofrank.com](http://www.talktofrank.com)

Always check the appropriateness of a website for individual pupils before directing them to it.

For further information and guidance on the following topics, please refer to the Drug and Alcohol Education Teacher Guidance and Evidence Review:

- identifying and addressing common misconceptions about substances
- using 'visitors' in the classroom to support teaching about substances
- building teaching about drugs and alcohol into a planned PSHE education programme

6.2 The review will be carried out by the Deputy Head, who will also evaluate the effectiveness of education on these matters in the School.

## 7 Related Documents

Behaviour Policy

Searching & Confiscation Policy

Disciplinary Policy

Exclusion Policy

**Approved by Chair of Governors June 2024**

## Appendix 1 Testing for alcohol

- 1 **Method of use:** only members of staff who have received training will be authorised to administer the breathalyser.
- 2 **Refusal:** if a pupil refuses to provide a sample of breath the pupil may be asked to supply, under medical supervision, a saliva sample for analysis in accordance with the drug testing procedures (see Appendix 2).
- 3 **Record:** a written record will be kept when a pupil is asked to take a test and its outcome will be recorded.

- 1 **Saliva sample:** if, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, they may be asked to supply, under medical supervision, a saliva sample for analysis.
- 2 **Medical supervision:** the saliva sample will be taken by a member of the Senior Leadership Team. Two members of staff will be present. All due care will be taken to respect the pupil's privacy and human rights.
- 3 **Testing procedures:** these will be in accordance with standard good practice. The result will be photographed.
- 4 **Medical record:** the outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
- 5 **Outcome:**
  - 5.1 reasonable attempts will be made to notify a parent by telephone;
  - 5.2 if the result is positive, a second sample may be taken.

## Appendix 3 Supportive regime

<b>Full name of pupil</b>	
<b>Date</b>	
<b>Pupil's date of birth</b>	
<b>Age now</b>	
1	I have made a voluntary admission of having used a controlled drug or substance in breach of the School's policy and disciplinary rules.
2	As an alternative to expulsion, the Headteacher has offered me a supportive regime under which:  2.1 For the remainder of this term and the next three school terms, without obligation on the part of the School, I may at any time be asked to provide a urine sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood;  2.2 I understand that I may be asked to provide a saliva sample at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.
3	I agree to be subject to this regime and to co-operate with the School in every respect. I understand that the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.
4	I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the School.
<b>Signed</b>	