



## NORWICH SCHOOL

### Drugs Policy (Senior School)

This policy is reviewed by the Principal Deputy Head and Designated Safeguarding Lead (DSL) annually. This policy was last reviewed and agreed on Trinity 2023. It is due for review in Trinity 2024.

Confirmed by:

Nicky Fairweather	Principal Deputy Head / DSL	Trinity 2023
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### Version Control

The version control table should be updated each time:

- a **change** is made to an **agreed version** of a document; or
- a previously agreed document version is **reviewed with no changes** (i.e. at annual review no changes are required and the document continues to be live for the following year).

Use the following convention: version 1.0 (first version), version 2.0 (major change to version 1.0 and issued as a new version), version 2.1 (second version with minor change)

Version number	Date issued	Author / key contact	Change(s) summary
			<ul style="list-style-type: none"><li>• Minor changes can be authorised by a senior staff member and do not need formal approval.</li><li>• Major revisions require approval through the confirming authority (typically a Committee)</li></ul>
1.0	Trinity 2022	Nicky Fairweather	
1.0	Trinity 2023		No Changes

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## Introduction

Norwich School is aware that illegal drugs are available and might be used by pupils during their time at the School. The Head and Governors consider the use of drugs to be a problem which must be faced both at school and at home. While any drug use can have no place at the School, the reality is that the School must have both deterrent and support for its pupils. The following are classed as drugs by the School; illegal substances, so called legal highs and illegally obtained controlled substances as well as misuse of prescribed medication and those used to enhance sporting related performance.

It is also recognised that alcohol, certain legal substances (legal highs), or prescription drugs can be misused.

In cases of any suspected misuse of legal or use of illegal substances, the School will invoke the procedure set out below to investigate and consider appropriate sanctions.

All references to “drugs” also refers to situations where pupils are using, supplying or possessing anything purporting to be an illegal drug.

For the avoidance of doubt, the School will investigate any complaint or suspicion of involvement with drugs whether used or possessed on the School site or not.

Where a pupil discloses to a member of staff that they are taking drugs, the member of staff should make it clear to the pupil that the information will be shared with the Principal Deputy Head or an appropriately appointed substitute member of staff to take appropriate action under the procedure below. Given the seriousness of substance misuse, the pupil will also be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

This policy is to be read in conjunction with the School’s Behaviour Support and Intervention Policy, Suspension and Exclusion Policy, and any other relevant school policy or procedure.

## Procedure

If drugs are found at the School or a pupil is suspected of being involved in either using, possessing or supplying drugs at school or elsewhere, the following procedure will be followed:

- The School will carry out an investigation to establish if the pupil is involved in the use of, possession of or supply of drugs. This may include (but is not limited to) speaking to the pupil involved or other pupils as appropriate, searching a pupil’s bag, locker and any other location on the School premises as considered by the School to be appropriate and reasonable, and asking the pupil to take a drug test. When it is deemed appropriate to search a pupil, their possessions or locker, the School’s procedure from the Staff Handbook will be followed.

- Parents should be notified of the School's investigation and actions at the earliest opportunity and asked to attend the School. The School can delay the notification of parents if more time is needed to establish the facts or if notifying them would jeopardize the ongoing investigation or put the pupil at risk.
- When speaking with a pupil suspected of being involved in the misuse of drugs or any witnesses, the pupil concerned should generally be offered the opportunity of being accompanied by a member of the School staff (Head of House or tutor, etc) or their parents. However, if to offer a pupil the opportunity to be accompanied by parents or a staff member of their choice before a meeting takes place might reasonably prejudice the investigation, the School shall ensure that another member of staff is present for the period of the initial meeting. In any event, the School will ensure that a member of the support staff (Deputy Head's PA, Head's PA or Bursar's PA) is present so that an accurate record of the meeting is kept and circulated to the relevant parties.
- In the event that a written account is prepared by the School from a verbal account of a pupil or a witness, the relevant individual will initial, date and time the statement to confirm that it is accurate.
- The School may suspend any pupil suspected of being involved in the use of drugs whilst the investigation is ongoing.
- The School will then consider the findings of the investigation and consider informing the police if the pupil has committed a criminal offence. In the event that drugs or drug-related paraphernalia have been located on school premises, the School will need to inform the police in order to ensure the safe disposal of the items found.
- Once the outcome of the investigation is known, the School will consider the appropriate disciplinary outcome if it is established or, on the balance of probabilities, that a pupil has been involved in the use of, possession of or supply of drugs.
- The School will consider disciplinary sanctions in accordance with the School's Behaviour Support and Intervention Policy and Suspension and Exclusion Policy. When considering appropriate disciplinary sanctions, the School will take all aspects of the pupil's record at the School into account.
- Parents and pupils are advised that where it is suspected that a pupil has been supplying illegal drugs (or possessing them with intent to supply them, distribute them, or encourage others to use, possess or supply them), whether on or off school premises, at any time whether the School might be considered responsible for his or her actions or not. The School will normally find it appropriate to expel the pupil with immediate effect. Parents will be informed of their right to appeal.

- In any other cases, the School will give consideration, taking into account all the facts and circumstances of the case, as to whether it is appropriate for the pupil to be suspended or expelled. If the pupil is permitted to remain at the School it is likely that the School will require that the pupil enter into a Conduct Contract and / or participate in a random drug testing programme. This decision shall be at the sole discretion of the Head, who may consult with other staff members.
- The School will inform the Chair of Governors of the outcome of the School's investigation and any actions which are taken.

## **The School's approach to education about the use of drugs and misuse of legal substances**

### **Education**

Substance misuse education will be delivered through Pupil Personal Development and other aspects of the curriculum as appropriate – the School will also engage with external experts to support this provision. Pupils are reminded by the Head, and by tutors, at the beginning of each academic year about the consequences of substance misuse on the School site.

The School will work with other agencies such as health professionals and community police to deliver its commitment to drugs education and additionally with social services to deal with incidents concerning the use of drugs. Outside speakers making presentations will be informed of the values set out in this policy.

Appropriate counselling and support will be available for pupils as appropriate.

### **Training of staff**

The programme of education for pupils will be complemented by regular in-service training for staff as appropriate.

### **Involvement of parents**

Parents will be informed about the PPD curriculum annually, and the School will seek opportunities for parental education with external experts.

### **Individual Pupils**

Pupils will be supported on a case-by-case basis as appropriate. Pastoral staff will not be able to maintain confidentiality around disclosures of substance abuse, however support and safety plans can be established, which may require a commitment to regular testing for illegal substances. All pupils have access to the School counselling service.

## The School's approach to drug testing

The Governors have authorised a drug testing regime where appropriate. A pupil who is reasonably suspected of using drugs may be required by the Head to consent to a biological sample (such as urine) being taken under medical supervision, to be organised by the School. Parents will be informed unless there is a safeguarding reason for them not to be.

Refusal to consent to or take a drug test at the request of the School will generally be treated as a serious breach of school discipline and is likely to result in the pupil being expelled from the School.

As an alternative to exclusion (in cases which do not involve supply or encouragement to others to use drugs) the Head may permit the pupil to remain at school subject to a Conduct Contract, and regime of drug testing at random intervals during the following two years. Both parents and pupils to whom this is offered would be required to sign consent to the agreed regime. A pupil testing positive for illegal drugs or banned substances while on this regime would be excluded.

Records of drug testing will not be used for purposes other than monitoring or as required by law. Records of drug testing will be destroyed one year after the pupil leaves the School, unless the information is reasonably required to be preserved for longer.

Every effort will be made by the School to provide appropriate support to any pupil undertaking a drug test.

## Document control

Document title:	Drugs Policy
Prepared by:	Nicky Fairweather, Principal Deputy Head and DSL
Authorised by:	Nicky Fairweather, Principal Deputy Head and DSL
Published location(s):	<ul style="list-style-type: none"><li>▪ Norwich School Website</li><li>▪ Norwich School Hub</li></ul>
Other internal policies / documents referenced:	<ul style="list-style-type: none"><li>▪ Behaviour Support and Intervention Policy</li><li>▪ Counselling Policy</li><li>▪ Suspension and Exclusion Policy</li></ul>
External documents referenced:	