



DRUGS AND ALCOHOL POLICY AND THE MANAGEMENT OF DRUG RELATED INCIDENTS

This Policy applies to all year groups at Thomas's Schools, including the EYFS and all members of the school community – pupils, staff and parents.

This Policy should be read in conjunction with Thomas's Behaviour Policy, Code of Conduct, Medical Care Policy.

CONTENTS	Page
1. Introduction	1
2. Definitions	2
3. Roles and Responsibilities	2
4. Aims of the School's Drug and Awareness Programme	2
5. 'Drug Related Incident'	2
6. Procedures in response to a Drug Related Incident	4
7. Safeguarding	6
8. Legislation and Guidance	6
9. Policy Review Record	6
10. Appendices	7

1. INTRODUCTION

As part of their statutory duty to promote students' wellbeing, schools have a clear role to play in preventing drug misuse. This policy outlines the nature of drugs education at Thomas's London Day Schools. It also states what is regarded as a drug related incident, specifies what action the school requires staff to take if/when there is reasonable suspicion that the cause(s) of certain pupil/staff/parent behaviour may be due to the use or misuse of illegal substances and to detail courses of action if suspicions are confirmed.

Thomas's London Day Schools operates a zero tolerance policy in relation to:

- a) the use and supply of illegal drugs as defined by The Misuse of Drugs Act 1971, and other relevant legislation.
- b) the use of substances, including alcohol, tobacco and solvents.

The Schools are committed to the health, safety and welfare of all members of the school community and will take action to promote their well-being.

2. DEFINITIONS

- “Normal” behaviour is where, generally a pupil/member of staff accepts that he/she is part of a school community, is prepared to adhere to its rules, and responds positively to the reasonable requests of staff.
- “Substances” – includes drugs as defined by The Misuse of Drugs Act 1971 and alcohol, tobacco and solvents.

3. ROLES AND RESPONSIBILITIES

The Principals and Heads of Schools are ultimately responsible for the policy, content and implementation; liaison with parents, staff, and other bodies, together with deciding how drug, alcohol, tobacco and solvent related incidents will eventually be dealt with.

However, everyone within the school’s community has a role in being vigilant, and reporting any suspicions of drug, alcohol, tobacco and solvent use to their Head of School.

4. AIMS OF THE SCHOOL’S DRUG AWARENESS PROGRAMME

The School’s programme of health education, will seek to:

- enable pupils to make responsible, healthy, informed choices about the role drugs may play in their lifestyle, by acquiring sound information, exploring attitudes and values and by developing effective decision-making and communication skills.
- promote the self-esteem and sense of self-worth of every individual pupil irrespective of their academic abilities.
- increase awareness and understanding of possible legal, social, economic and health consequences arising from the use and misuse of drugs.
- enable pupils to identify sources of appropriate support.

These aims will be met through the programmes of study within the taught curriculum, especially within PSHE, Science, PE and RE, through the informal curriculum and through extra-curricular activities. Where anyone from outside the school contributes to the school’s awareness programmes, it will be in accordance with the guidelines of the curriculum.

5. DRUG RELATED INCIDENT

A drug related incident will include drugs, alcohol, tobacco and solvents used or in the possession of pupils, and/or drugs, alcohol and solvents used or found to be in the possession of staff or parents. A drug-related incident is one where:

- substance misuse takes place on school premises at any time, or during an out-of-school activity organised by the school (e.g. a school trip, one-day or residential).
- there is initially reasonable suspicion that a pupil’s or member of staff’s behaviour is being altered by the use or misuse of a substance, to be confirmed or refuted by the pupil’s/member of staff’s GP.
- pupils and members of staff feel threatened by pupils/staff because of altered personality states and irrational or bizarre behaviour, which falls outside what is normal.

- lessons cannot take place because of the behaviour of a pupil/member of staff who is under the influence of substances.
- another incident (e.g. theft or assault) is linked to the perpetrator having taken substances.

The School recognises that a pupil's/member of staff's behaviour may be altered by drugs, which are prescribed. In these cases, the school is to be advised as to the likely effects of the drug, and the pupil's/member of staff's behaviour is to be closely monitored to see whether they are able to function with a fair degree of normality within the school community.

Controlled drugs that have been prescribed to children are stored in a secure location, with access limited to senior members of staff and the Medical Leads in each school. The prescribed drugs are administered by the school, and documented in the school controlled drugs book.

5.1 DRUGS, Classes A, B and C

The Misuse of Drugs Act 1971 divides controlled drugs into three categories, classified according to their perceived degree of harmfulness or danger to the individual and society, with criminal penalties varying accordingly:

- **Class A:** includes ecstasy, LSD, heroin, cocaine, crack cocaine, magic mushrooms. It also includes Class B drugs prepared for injection
- **Class B:** includes amphetamines, cannabis, methylphenidate (Ritalin), Ketamine.
- **Class C:** includes tranquillisers, some painkillers, Gamma hydroxybutyrate (GHB) and Gamma butyrolactone.

If a pupil/member of staff/parent is discovered possessing, using or dealing any substance not permitted in school, he/she will be referred to the Head of School.

If a pupil/member of staff/parent is deemed to be in danger as a result of substance misuse, the school's normal emergency first aid response will operate.

Exclusion or disciplinary action (whichever is applicable) following possession of illegal substances, will be subject to further investigation and review.

5.2 Alcohol

The possession and use of alcohol on school premises is prohibited.

On the occasions where official functions are being arranged on the school site the Head of School must be consulted and permission obtained before arranging any functions at which alcohol may be consumed or brought on site. As a rule alcohol should not be consumed at any function where pupils are present, but this is left to the careful discretion of the Head for each event. Staff who accompany school trips must be mindful of the fact that they are 'in loco parentis' and must not compromise their ability to carry out their duty in respect of pupils in their care.

A pupil/member of staff who is believed to be intoxicated will be removed to a quiet room and accompanied by a member of staff at all times. The school's normal first aid response will operate. In the case of a pupil, their parents will be informed and called to the school

to collect their child and advised to seek medical advice. In the case of a member of staff, they may be subject to the School's disciplinary procedure.

5.3 Tobacco

The Schools operate a no smoking policy at all times throughout the buildings and grounds (including the use of e-cigarettes). This policy applies to pupils, staff, parents and visitors. The Schools will take the appropriate disciplinary action if this policy is not adhered to.

5.4 Solvents

The Schools recognise that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. The Control of Substances Hazardous to Health Regulations (COSHH), will apply to secure storage and safe keeping of solvent substances in school.

6. PROCEDURES IN RESPONSE TO A DRUG RELATED INCIDENT

Where a pupil/member of staff discloses substance misuse to a member of staff, they should inform their Head of School immediately.

The School cannot offer total confidentiality to pupils/staff, but as far as possible will ensure that the information provided is treated carefully and sensitively. The provider of any information will always be told what use is being made of it and their consent sought.

6.1 Discovery or suspected use of illegal substances

Where staff discover substances which are suspected to be harmful, illegal or deserving of investigation, they should follow these guidelines:

- Remove the substance and record the time, place and circumstances when the substance came into their possession.
- Do not investigate the nature of the substance, but do record its approximate size and appearance.
- Where possible, have the recordings countersigned by a witness.
- Take the substance immediately to the Head of School. Do not keep the substance on your person or in a place of safekeeping.
- In the presence of the Head of School, place the substance in a suitable sealed container. Sign and date the package. An official report should be completed, detailing the time, date and circumstances of the findings. See **Appendix 1** "Record of a Drug Related Incident".
- The Head should inform the parents in the case of a pupil.
- The Head should carry out an investigation of the incident and if the substance is suspected of being illegal, the Head will contact the Police to help with identification and give appropriate police involvement.
- In the event of the discovery of any equipment associated with substance use, especially needles and syringes, pupils should not be allowed to handle such items. The Head must ensure that the materials are placed in a secure and rigid container to await collection by the police and their further recommendations / instructions.

If any member of staff suspects that a pupil/member of staff/parent may be under the influence of drugs, they should report their suspicions to the Head of School.

6.2 Recognising the signs:

These signs are not conclusive proof of drug misuse, but observing a range of them in combination, may point to the need for greater vigilance.

In individuals:

- Changes in attendance, and being unwilling to participate in school activities.
- Decline in performance in school work.
- Poor timekeeping, habitually late or unreliable.
- Excessive borrowing or spending of money.
- Stealing money or goods.
- Unusual outbreaks of temper, marked swings in mood, restlessness or irritability.
- Excessive tiredness without obvious cause.
- No interest in physical appearance.
- Sore or rashes especially on the mouth or nose.
- Lack of appetite.
- Heavy use of scents, colognes, etc. to disguise the smell of drugs.
- Wearing sunglasses at inappropriate times, to hide dilated or constricted pupils.

In Groups:

- Keeping at a distance from other pupils, away from supervision points.
- Being the subject of rumours about drug taking.
- Stealing which appears to be the work of several individuals rather than one person.
- The use of drug-taking slang.
- Exchanging money or other objects in unusual circumstances.
- Associating briefly with one person who is older and not normally part of the peer group.

6.3 Pupils

If pupils are found to be in possession and/or under the influence of illegal drugs, as defined by The Misuse of Drugs Act 1971, whilst in school, irrespective of whether for their own use, passing, receiving, buying or selling, the pupil will be immediately isolated from other pupils and excluded from school pending further investigation. This will be a neutral action of removal until evidence or proof of wrong-doing is available. If, as a result of the investigation, which may include positive identification of the substance involved by the Police, a doctor or another appropriate expert, the findings are conclusive, immediate and permanent exclusion will result as outlined under Section G – Behaviour & Discipline of the Schools Standard Terms and Conditions. The Police will be informed as a matter of course.

6.4 Members of Staff

If members of staff are found to be in possession and/or under the influence of illegal drugs, as defined by The Misuse of Drugs Act 1971, they will be subject to the procedures under the schools Disciplinary Policy and if the findings of the investigation are conclusive, this will be treated as gross misconduct and lead to termination of employment, without notice.

6.5 Parents

Thomas's London Day Schools will act in accordance with current legislation with regards to parents' involvement with illegal substances as defined by The Misuse of Drugs Act 1971. All incidents of conclusive drug possession or drug dealing will be reported immediately to the police and there will be no alternative to this procedure.

7. SAFEGUARDING

If a parent or carer attends the school site and is deemed to be under the influence of drugs or alcohol, the Head and Designated Safeguarding Lead will be informed.

If this happens when a parent /carer has arrived to collect a pupil from school, the school will not release the child to the parent/carer, and will instead contact an alternative emergency contact listed for the pupil and will report this incident to children's services/ police if necessary.

8. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

DfE Advice 'Screening, searching and confiscation - Advice for headteachers, school staff and governing bodies' (January 2018)

DfE and ACPO 'Drug Advice for Schools' - Advice for local authorities, headteachers, school staff and governing bodies (September 2012)

9. POLICY REVIEW RECORD

This policy will be reviewed every two years unless there is a change in legislation		
Created: December 2007	By:	Margaret Tuck, Director of Administration
Latest Review: February 2021	By:	Christine Tuck, Head of HR Suzannah Cryer, Designated Safeguarding Lead, Battersea Helen Stewart-Morgan, Designated Safeguarding Lead, Clapham Lee Walters, Designated Safeguarding Lead, Fulham Jo Ebner, Designated Safeguarding Lead, Kensington Nicholas Darmon, Health & Safety Lead, Battersea Sophie Fisher, Acting Health & Safety Lead, Clapham Lee Walters, Health & Safety Lead, Fulham John Addison, Health & Safety Lead, Kensington
Approved: March 2021	By:	Tobyn Thomas, Ben Thomas, Principals Simon O'Malley, Head, Thomas's Battersea Prep School Ben Thomas, Head, Thomas's Battersea Senior School Phil Ward, Head, Thomas's Clapham Annette Dobson, Head, Thomas's Fulham Jo Ebner, Head, Thomas's Kensington
Next Review: April 2023	By:	Christine Tuck, Head of HR Cross School Leads

10. APPENDICES

Appendix 1: Record of a Drug Related Incident

Appendix 2: Management of Incidents Involving Drugs

Appendix 3: Useful Organisations

DRUGS AND ALCOHOL POLICY APPENDIX 1

**RECORD OF DRUG RELATED INCIDENT
(including Alcohol, Tobacco and Solvents)**

Date of Incident:	Time of Incident:
Name of pupil/Member of Staff:	
Form:	Report form completed by:
Drug involved (if known):	Sample Found (tick as appropriate): Yes <input type="checkbox"/> No <input type="checkbox"/>
Where retained/destroyed: (only retain if intended to hand in to the police as soon as possible after the incident)	
Witness:	
Brief description of incident:	
First Aid given: Yes <input type="checkbox"/> No <input type="checkbox"/>	Given by:
Ambulance called: Yes <input type="checkbox"/> No <input type="checkbox"/>	Called by: When:
Other action (e.g. parent/carer called, sanction imposed, police consulted, etc.)	

DRUGS AND ALCOHOL POLICY APPENDIX 2

MANAGEMENT OF INCIDENTS INVOLVING DRUGS

The following table provides guidance for schools in handling a drug related incident.

WHAT TO DO IF	ACTION	REGULATIONS	OTHER CONSIDERATIONS
Drugs or material connected with drugs are found on school premises.	<ul style="list-style-type: none"> ▪ With a witness present, confiscate the substances and store in a designated place. ▪ Record details. ▪ Inform the Head. ▪ Try to identify the substance. ▪ Consider contacting the police. 	<ul style="list-style-type: none"> ▪ It is against the law to knowingly allow premises to be used for production, consumption or dealing or substances. 	<ul style="list-style-type: none"> ▪ Decide when and if the parent body are to be informed. ▪ Decide whether staff/students should be informed, and if so, how.
A student is found in possession of drugs.	<ul style="list-style-type: none"> ▪ As above. ▪ Interview student. 	<ul style="list-style-type: none"> ▪ School has in 'loco parentis' responsibilities. 	<ul style="list-style-type: none"> ▪ Decide at what point parents/carers are to be informed. ▪ Assess whether this is a one-off incident and whether the student requires specialist help. ▪ Contact FRANK for advice or assessment. ▪ Decide if police are to be called. ▪ Consider disciplinary sanction to be applied. ▪ Decide on process for communicating to other staff, other parents and students.
A member of staff: Suspects. Has evidence of a student being under the influence of drugs.	<ul style="list-style-type: none"> ▪ Confirm evidence. ▪ Follow first aid procedure if necessary. ▪ Inform the Head. ▪ Interview student or send home. 	<ul style="list-style-type: none"> ▪ As above. 	<ul style="list-style-type: none"> ▪ As above, with attention to first aid issues if necessary. ▪ Consider child protection issues.
A student discloses that another person is using or selling drugs.	<ul style="list-style-type: none"> ▪ Inform the Head. ▪ Interview the student. 	<ul style="list-style-type: none"> ▪ There is no legal obligation to inform anyone. 	<ul style="list-style-type: none"> ▪ Is this another student? Is this happening on the school site? ▪ Discuss the implications with the senior management team if it affects the school site. ▪ Consider how the police may be involved. ▪ Consider child protection issues.
A student discloses that he or she is using drugs.	<ul style="list-style-type: none"> ▪ Inform the Head. ▪ Interview the student. 	<ul style="list-style-type: none"> ▪ As above. ▪ School has in 'loco parentis' responsibilities. 	<ul style="list-style-type: none"> ▪ Refer to specialist help if desired. ▪ Consider if and when parents should be informed.

WHAT TO DO IF	ACTION	REGULATIONS	OTHER CONSIDERATIONS
The School becomes aware that drugs are being sold in the vicinity of the school.	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ No legal obligation to inform anyone. 	<ul style="list-style-type: none"> ▪ Contact police for advice. ▪ Discuss how this may be communicated to staff and students or parents.
A parent comes for advice about their child's use of drugs.	<ul style="list-style-type: none"> ▪ Offer support and establish issues. 	<ul style="list-style-type: none"> ▪ There is no obligation to inform the police, but if the act is taking place on school premises there may be a legal responsibility to take action. 	<ul style="list-style-type: none"> ▪ Advise where professional help may be obtained. ▪ Discuss with parents how this is affecting the students and potential action by the school.

DRUGS AND ALCOHOL POLICY APPENDIX 3

USEFUL ORGANISATIONS

ASH (Action on Smoking and Health)

A campaigning public health charity aiming to reduce the health problems caused by Tobacco.

Tel: 0207 404 0242 E-mail: enquires@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre

Operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people.

Tel: 01206 714 650 E-mail: info@coramclc.org.uk

Website: www.childrenslegalcentre.com

Drinkaware

An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.

Tel: 020 7766 9900 Website: www.drinkaware.co.uk

FRANK

The national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.

24 hour helpline: 0300 123 6600

E-mail: frank@talktofrank.com

Website: www.talktofrank.com

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)

A national charity providing information for teachers, other professionals, parents and young people.

Helpline: 01785 810762

E-mail: information@re-solv.org

Website: www.re-solv.org