



Wetherby Senior School

Drugs and Alcohol Policy



Wetherby Senior School

Drugs, Alcohol & Tobacco Policy

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Reviewed by: Christine Pheiffer, Deputy Head (Pastoral & Wellbeing)

Circulation:

This policy is addressed to all members of staff and volunteers in our School and is available to all through the website. The rationale of the policy and management of incidents procedures will be discussed with all pupils in an age-appropriate manner. Sixth Formers in particular will be required to know the details of the School's policy in detail and will thus be instructed to read and acknowledge the whole policy.



Wetherby Senior School

Drugs and Alcohol Policy

Contents

1. Aims

2. Definitions and Terminology

3. Drugs, Alcohol and Tobacco Education in the Curriculum

4. Engagement and Education of Parents

5. Management of Incidents

5.1 Incidents Involving Medicines

5.2 Incidents Involving Smoking

5.3 Incidents Involving Alcohol

5.4 Incidents Involving Drugs

6. Appendices

A Procedure to be followed when handling a drugs, alcohol or smoking related incident

B Guidance, Support and Helpline Agencies



Wetherby Senior School

Drugs and Alcohol Policy

1. Aims

The school's vision and aims make it clear that Wetherby Senior School is committed to helping its pupils meet the challenges of the twenty first century, to help them develop an understanding of the importance of physical, emotional, and mental wellbeing and to give them the tools to maintain their wellbeing now and preserve it in their future lives. Ensuring that our pupils are equipped to face the challenges of legal and illegal substances including drugs and alcohol and smoking (both tobacco and e-cigarettes) is an important part of this commitment.

We are committed to promoting a healthy, safe environment at Wetherby. We believe that it is important to deliver a clear, consistent moral framework that ensures the integrity of our community and gives all our pupils the understanding and self-confidence to reject illegal drugs and avoid the harm associated with legal ones. Although most young people do not use drugs, all pupils are likely to be exposed to the effects and influences of drugs in the wider community and be increasingly exposed to opportunities to try them. Such experiments may lead to serious and far-reaching consequences not only for themselves, but their families, communities, and society in general. Drugs and alcohol can impact relationships with family and friends, education and prevent pupils reaching their full potential.

The School acknowledges the importance of its pastoral role in the welfare of young people through both formal education and the way the School's ethos is enacted in all the interactions boys have during their time at School. To this end, it will seek to provide the support pupils need to avoid the problems of drugs and alcohol abuse including smoking. To succeed in the aim of safeguarding the wellbeing of the school's pupils, the School will educate all members of the school community on the dangers of the use of illegal drugs and the misuse of legally available substances and will consistently enforce a clearly articulated Drugs, Alcohol and Smoking Policy.

This policy applies to all pupils, regardless of their age.

It includes:

- The buildings and grounds of the School
- Any facilities used by the School e.g. for activities or other events
- Areas near the School
- The entirety of any school related trip, work experience or equivalent
- Journeys to and from school or in school time
- Any incidents in which a student is wearing an item of school uniform
- The school's 'duty of care' responsibilities at the discretion of the School*

* Under the Education and Inspections Act 2006, Schools have a statutory power 'to such extent as is reasonable' to regulate pupils' behaviour when off-site and not under the supervision of staff. All pupils and parents are strongly advised that the School may invoke on-



Wetherby Senior School

Drugs and Alcohol Policy

site sanctions if incidents involving tobacco, alcohol or drugs occur off-site. Careful management and supervision of parties is especially important.

2. Definitions and Terminology

This policy covers not only illegal drugs (cannabis, cocaine, ecstasy etc.) but legal ones too e.g. alcohol, tobacco, e-cigarettes/'vaping' and new psychoactive substances or 'legal highs'. The definition of a drug as used by the DfES in 'Drugs guidance for schools' is: **A substance people take to change the way they feel, think or behave, including but not limited to:**

- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD and mephedrone) under the Misuse of Drugs Act 1971. Also so-called legal or herbal highs which are considered illegal under current medicines legislation to sell, supply, or advertise for 'human consumption'.
- Over-the-counter and prescription medicines used improperly, which can include sleeping tablets and slimming tablets.
- All legal drugs when misused including volatile substances and solvents (those giving off a gas or vapour which can be inhaled, ketamine, khat, amyl nitrates (poppers).
- Drugs which are misused to enhance performance (e.g. analgesics or steroids)

The Headmaster reserves the right to react to the emergence of new substances and changing circumstances as they occur, based on the DfE's definition of a drug above.



Wetherby Senior School

Drugs and Alcohol Policy

3. Drugs, Alcohol and Tobacco Education in the Curriculum

The pastoral curriculum features units in Lower School, Middle School and Sixth Form, tailored to both the present and anticipated needs of the boys in each age group, which provide pupils with up-to-date information about both legal and illegal drugs, alcohol and smoking, the consequences for possession and distribution and the harms of those substances. The PSHE curriculum is reinforced by work Biology in Year 9 which examines the ways in which drugs function in the body.

The primary emphasis in the pastoral units is on advocating abstinence. Pupils are also warned of the potentially dangerous effects of mixing different types of drug and the relationship between frequency, and level of consumption, and associated negative effects.

The pastoral curriculum is complemented by talks delivered by visiting experts. These talks cover personal experience of drug use and addiction as well as providing knowledge of the risks associated with drug use, alcohol consumption and smoking and advice on how to develop the kinds of personal characteristics which will mean that these risks are avoided.

4 Engagement and Education of Parents

The messages to boys regarding drugs, smoking and alcohol delivered in the curriculum are supported by opportunities for parents to attend talks tailored to meet the need for them to remain up to date on current thinking regarding harm avoidance and reduction, and legality in relation to drugs and alcohol.

5 Management of Incidents

Any member of staff or parent concerned that a pupil might be involved in drugs or alcohol abuse or smoking, or any pupil concerned about either their own or another's behaviour should inform a member of staff immediately. The member of staff will immediately inform the Designated Safeguarding Lead, or one of the Deputy DSLs, who will co-ordinate the school's investigation by following the procedure detailed in Appendix A.

5.1 Incidents Involving Medicines

The School has a policy which details the procedure for the administration of medicines. This must be followed for everyone's safety. Over the counter medicines which are not prescribed



Wetherby Senior School

Drugs and Alcohol Policy

to an individual should not be brought into School. Where there is concern that a medicine is not prescribed and is being used/intended for non-medical purposes, it will be dealt with as a drug.

5.2 Incidents Involving Smoking

Smoking and the possession of smoking materials including e-cigarettes and shisha pens are forbidden. Pupils caught smoking or in possession of smoking materials will have any smoking items confiscated; pupils should expect to be given a fixed period exclusion.

The School will organise a meeting between the School and the parent/guardian of the pupil(s) involved at the earliest opportunity. During this meeting, the School will make clear the policy on smoking and the sanction it will pursue to ensure that the school's expectations regarding future conduct and the consequences for further breaches of the school rules is understood by all involved and the need for further support – e.g. addiction counselling paid for by the parents of the boy - is discussed.

If the School decides to issue a fixed term exclusion for the pupil, he will be expected to attend a reintegration meeting following the exclusion to ensure he has understood the seriousness of his breach of the school rules and the likelihood that continued infringement could result in additional fixed period exclusions or permanent exclusion from the School.

All incidents relating to smoking will be recorded including details of the incident and actions taken; this information will be logged on the pupil's file in My Concern.

The School will always contact establishments found to be selling tobacco or related products to underage pupils and the Police may also be informed.

5.3 Incidents Involving Alcohol

No alcohol should be consumed during the school day and alcohol may not be brought onto the school premises. Alcohol offences will result in parents being asked to come and collect the pupil or, if this is not possible, the pupil will be sent home as soon as it is judged safe to do so.

The School will then organise a meeting with the parent/guardian of the pupil(s) involved at the earliest opportunity. During this meeting, the School will make clear the policy on alcohol and the sanction it will pursue to ensure that the school's expectations regarding future conduct and the consequences for further breaches of the school rules is understood by all involved, and the need for further support – for example, addiction counselling paid for by the parents of the boy – is discussed.



Wetherby Senior School

Drugs and Alcohol Policy

If the School decides to issue a fixed term exclusion for the pupil, he will be expected to attend a reintegration meeting following the exclusion in order to ensure he has understood the seriousness of his breach of the School rules and the likelihood that continued infringement could result in additional suspensions or even permanent exclusion from the School.

All incidents relating to smoking will be recorded including details of the incident and actions taken; this information will be logged on the pupil's file in My Concern.

The School will always contact establishments found to be selling alcohol to underage pupils and the Police may also be informed.

5.4 Incidents Involving Drugs

It is the School's policy that taking, possessing, selling or supplying illegal or legal drugs as outlined in 'Definitions and Terminology' is forbidden. We will always investigate rumours about involvements in illegal drugs and substances in School, including questioning pupils. If concerns remain following investigation or if evidence is uncovered, we will inform parents and guardians as a matter of urgency and invite them into the School to discuss the matter.

Any drugs found in School will be confiscated. Any substances will be stored in the office of the Headmaster and illegal substances handed to the Police as soon as possible. The Deputy Head (Pastoral & Wellbeing) will normally consult the Police about the possession, consumption, or supply of an illegal drug since it carries the possibility of being a criminal offence.

In circumstances where a pupil voluntarily requests support and advice for a problem with drugs or alcohol which takes place outside of School, the School will work with the family to provide support. This provision aims to encourage honesty and in certain circumstances to allow a pupil to recognise that he has made a grave mistake and to strive to make amends. However, requests for such support cannot be made after a breach of the school's rules on illegal drugs.

If the School's investigation finds that a pupil has supplied illegal drugs to others, that pupil should expect to be permanently excluded. Anyone caught using or in possession of illegal drugs while in the school's care should expect to lose their right to immediate membership of the school community and will normally lead to permanent exclusion.

The scope of the school's discipline reaches to the point of transfer of responsibility from School to parent. However, in the event of the school's reputation being brought into disrepute it will be the school's qualified right to invoke its full disciplinary procedures. This will almost certainly mean permanent exclusion for the boy involved. Where it becomes known that drug abuse is taking place outside School, then the School is then in possession of information which could be deemed to be criminal and thus the School may decide to



Wetherby Senior School

Drugs and Alcohol Policy

- a) Inform parents of the nature of what is being said
- b) Require that there should be drug counselling
- c) Require that a pupil undergoes drug testing
- d) Issue a fixed-term or permanent exclusion
- e) Talk to the local police about the matter if the information concerns illegal drugs

Staff

All members of staff have a duty to inform the Headmaster or a member of the pastoral team if he or she feels that there is an issue relating to drugs within the school. Specifically, the following teachers have additional responsibility relating to the education and general wellbeing of the pupils:

DSL, Deputy Head Pastoral & Wellbeing: Ms C Pheiffer

DDSL, Head of Sixth Form: Mrs D Deedat

DDSL, Head of Middle School: Miss H Dodson

DDSL, Head of Lower School: Miss K Eaves



Wetherby Senior School

Drugs and Alcohol Policy

6. APPENDIX A: procedure to be followed when handling a drugs related incident

Confidentiality

Staff will take all appropriate measures to maintain confidentiality during and after an investigation into drug use. Pupils will also be made aware of the boundaries of confidentiality should they choose to make a disclosure about drug or alcohol use to a member of staff.

Recording of Incidents

Incidents involving drugs, alcohol or smoking will follow the school's pastoral record keeping procedures. All concerns will be recorded on My Concern. Investigations will be carried out following the Behaviour for Learning policy.

If a boy is found not to have been involved in such an incident, this will be clearly recorded on the form recording the process by which the investigation proceeded.

Procedures for Staff handling drug related incidents

It is not possible to write a procedure which can fit the varying circumstances of every suspected drugs, alcohol or smoking-related case. This is a guide to Heads of Section and SLT who are normally responsible for the initial information-gathering in the event of suspected pupil involvement in this type of incident.

1. As soon as possible the DSL, Deputy Head (Pastoral & Wellbeing) must be contacted. The Deputy Head (Pastoral & Wellbeing) manages the full process and will agree a strategy for investigation with the Heads of Section involved.

2. Once the investigation begins, any pupil(s) suspected of involvement, including potential witnesses, should immediately have mobile phones confiscated and be isolated separately. Such pupils should, however, have reasonable access to a toilet, food and drink and should not be left unaccompanied for lengthy periods of time. **It is important that the whole investigation is carried out in accordance with natural justice and in a demonstrably humane manner.**

3. Under supervision, the pupil(s) will write a full and detailed statement of their knowledge of relevant events. The statement should then be signed and dated by both the Head of Section (or another person supervising) and the pupil. This stage needs to be handled with care and guilt should never be assumed: Heads of Section must be careful to support the pupil.

4. The Heads of Section and the Deputy Head (Pastoral & Wellbeing) should then interview the pupil(s) about the contents of the statement seeking clarification and further details where appropriate; careful notes should be made of all questions and answers. Whenever possible, other adults should be present. The notes taken should be signed and dated by all those present.



Wetherby Senior School

Drugs and Alcohol Policy

5. At the same time, all the relevant pupils' lockers should be locked until they can be carefully searched by two members of staff. Bags should be kept in the Deputy Head (Pastoral & Wellbeing)'s office until they can be searched.

6. A member of staff may not search a pupil's person: the pupil must be persuaded to turn out his pockets. If a pupil refuses to hand over a drug and there is robust evidence that he is in possession of it, the Police may be called; they can conduct a personal search.

7. Any suspected illegal drug must be given immediately to the Deputy Head (Pastoral & Wellbeing) for safekeeping. It will be locked away to preserve the evidence trail and will be handed to the Police once the school's investigation has been completed. The Deputy Head (Pastoral & Wellbeing) will report the result of any analysis to the Headmaster.

8. The Head of Section will normally contact parents in the first instance and as soon as possible. He/she will often have first-hand information and parents will expect this.

However, depending on the severity of the incident, further communication should be through the Deputy Head (Pastoral & Wellbeing). This does not mean that Heads of Section should refuse to speak to the parents of their charges, but any communication should concentrate on the investigative procedures. Heads of Section should not be drawn into any discussion of the facts of the case or the consequences.

Tutors and any other member of staff directly involved in a serious incident must be told not to discuss the matter with parents and should report any contact to the Deputy Head (Pastoral & Wellbeing). Written details of the conversation should be provided as soon as possible.

9. The Deputy Head (Pastoral & Wellbeing) is responsible for producing a written report on the facts of the case, including the conduct of the investigation, for the Headmaster.



Wetherby Senior School

Drugs and Alcohol Policy

6. APPENDIX B: Guidance, Support and Helpline Agencies

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.

Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk

Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems

Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco.

Tel: 020 7739 5902 Email: enquiries@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 877910 Email: clc@essex.ac.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 7307 7450

Website: www.drinkaware.co.uk/

Drinkline - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

Tel: 0800 917 8282 (lines are open 24 hours a day)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners:



Wetherby Senior School

Drugs and Alcohol Policy

Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service.

DrugScope also hosts the Drug Education Practitioners Forum.

Tel: 020 7520 7550 Email: info@drugscope.org.uk

Website: www.drugscope.org.uk

FRANK is 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: 0800 776600 Email: frank@talktofrank.com

Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494.

Email admin@mentoruk.org

Website: www.mentoruk.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects.

Tel: 0800 800 2222

Website: <http://familylives.org.uk/>

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.

Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org

Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169

Website: <http://smokefree.nhs.uk>



Wetherby Senior School

Drugs and Alcohol Policy

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse.

Website: www.starsnationalinitiative.org.uk