



ST. JOSEPH'S COLLEGE  
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# Substance Misuse Policy

<b>Policy Owner</b>  SLT	<b>Associated documents</b>  	<b>Legal Framework</b>  Working Together to Improve School Attendance (2024)
<b>Review by</b>  FGB	<b>Review frequency</b>  At least every 3 years	<b>Next Reviewed date</b>  May 2026



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## Substance Misuse Policy

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

### Definition of a Drug

The definition of a drug: as given by the United Nations Office on Drugs and Crime is:

- A substance people take to change the way they feel, think or behave.

The term 'drugs' and 'drug education', unless otherwise stated, is used throughout this document to refer to all drugs:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrites (known as poppers)
- All over-the-counter and prescription medicines

### Possession of Authorised Medication

Authorised drugs include prescribed and over the counter medicines.

The College must be informed in writing of all pupils who are required to take medication for a prescribed time in college. Arrangements will be made depending on the age and medical requirements involved. All medication must be kept at receptions in either the Prep or Senior School, with the members of staff who are responsible for first aid provision.

It is the pupil's responsibility to carry his/her own asthma inhaler and emergency medicines e.g. Adrenaline pens on them at all times and a second set is kept in the staff room. It is the responsibility of the parent/ carer to ensure that the medication is in date and is replaced when necessary.

Please refer to the First Aid and Illness Policy for further guidance.

### The College's position on Drugs

Drugs can not only affect the pupil that is taking them, but may have a knock-on effect on other pupils by disruptive behaviour related to drug use, affecting the learning and happiness of other member of the College community, and increasing peer pressure to take drugs.

The College condones neither the misuse of drugs and alcohol by members of the school, nor the illegal supply of these substances.



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The College is committed to the health and safety of its members and will take action to safeguard their wellbeing.

The College acknowledges the importance of its pastoral role in the welfare of young people and believes it has a duty to inform and educate young people of the consequences of drug use and misuse.

The College supports a programme of raising staff awareness and appropriate training on Drugs issues. This policy also forms part of the Induction Programme for new staff.

The College also recognises the responsibility to inform and involve parents/guardians in the education programme of drugs awareness and misuse.

## **The Role of the Head**

The Head and DSL take overall responsibility for the policy and its implementation, for liaison with the Governing Body, senior staff, parents and with appropriate outside agencies. The Head will ensure that all members of staff dealing with substance issues are adequately supported and trained.

## **Drugs Education**

The drug education of pupils will take into account:

- The requirements of the National Science Curriculum on medicines, volatile substances, alcohol, tobacco and illegal drugs
- The relevant most recent documentation from the DfE entitled 'DfE and ACPO drug advice for schools' September 2012
- The school's curriculum and organisation of the teaching of PSHEE and presentation from external speakers

The drugs education programme will support the following educational aim: to enable pupils to make healthy informed choices by increasing knowledge, challenging attitudes and developing and practising skills.

The school recognises the importance of pupils being given accurate information appropriate to their age and stage of development.

This information will include:

- College rules and consequences of breaking them
- the law and penalties for drug offences
- information about drugs, alcohol, tobacco, solvents and medicines, their legal status, their effects and any legitimate uses
- where the potential dangers lie
- sources of support, help and advice should pupils need them
- information which will widen understanding about related health and social issues e.g. sex and sexuality, crime, HIV and Aids and the benefits of a healthy lifestyle
- ways to minimise the risks that users and potential users face



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It is recognised that central to any drugs education programme is a recognition of the need for pupils to develop self-esteem and to attain the personal and inter-personal skills necessary for coping in a society where many kinds of drugs will continue to be available, some of which may be illegal but all of which are potentially harmful.

The educational aims set out in this policy are fulfilled through aspects of the pupil's experiences in the taught curriculum, the informal curriculum and through opportunities for extra-curricular activities. We deliver in the taught curriculum mainly through PSHEE, Science and PE.

### **Smoking (Including the use of E-Cigarettes/Vaping Devices)**

Smoking is the single greatest cause of preventable illness and premature death in our society. The College policy on smoking aims to give pupils the message that the habit creates health problems for smokers and non-smokers alike and that non-smoking represents the norm in society. Smoking, or being in possession of cigarettes, tobacco, or e-cigarettes/vaping devices is prohibited when a pupil is under College jurisdiction.

### **Alcohol**

Alcohol is readily available and generally considered acceptable in many social groups. Given its prevalence and the vulnerability of young people to the impact of alcohol misuse and changes in drinking behaviours, educating pupils about the effects of alcohol and how to reduce alcohol related harm is an important priority for all schools.

Drinking, or being in possession of alcohol is prohibited when a pupil is under school jurisdiction. There may be exceptions, such as the option to serve wine to Sixth Formers at the Sixth Form Ball, but such exceptions will be clearly flagged to pupils and parents.

### **Suspicion of Misuse of Drugs**

If a member of staff has reason to suspect that a pupil is misusing drugs, they must report the situation to the Head or a Deputy who will decide if further investigation or a drugs test is warranted. Suspicion of misuse may arise from: behavioural signs, such as deterioration in a pupil's wellbeing and/or performance, or other signs or evidence such as the finding of certain items of equipment, or other information that has been gathered/disclosed.

### **Investigation into Possible Misuse of Drugs**

Once it has been confirmed that there are reasonable grounds for suspecting that a pupil may have been misusing controlled drugs, the Head or the Deputy Head Pastoral will be responsible for any further investigations, which may be conducted with the Head of Year.

Dialogue with the pupil(s) will be undertaken as soon as possible to determine the facts. This will take the form of an interview which begins with the pupil being asked to write down all the information they can give about how the substance came to be in their possession. Any substance suspected of being a drug will be confiscated and locked in



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the school safe. It should be in a sealed envelope, named and dated. If appropriate, the substance will be passed for analysis by an outside agency.

If required, they may carry out a search of a pupil's locker and belongings. Cooperation by the pupil in these searches will be encouraged in all instances. A second member of staff will be present to verify the search was undertaken correctly.

The Head or a Deputy may decide that it is appropriate that a student be screened to see if they have recently consumed drugs. If this is the case the College will contact the pupil's parents at this time to let them know of the decision and to seek permission for screening to take place.

Drug screening can help support an argument that there may be other reasons for a students' behaviour. Appropriate support will be offered regardless of the outcome. See section below for more detail on the screening process.

### **Outcome**

Sanctions against pupils who commit drug offences will be at discretion of the Head and according to the College ethos.

- a. the short and long term welfare of the pupil(s) concerned
- b. the difference between rejecting the behaviour and rejecting the person
- c. the short and long term welfare of other pupils
- d. guidance in DFE-00001-2012, DfE and ACPO drug advice for schools
- e. the need for consistency in connection with:
  - other drug related incidents
  - previous treatment of the same pupils for misdemeanours
  - sanctions for other misdemeanours

A pupil maybe required to leave the College if:

- He/she is found to have supplied, handled, possessed or consumed illegal drugs on the College premises ("supplied" includes supplying for money or free-of-charge
- Communicating with a drug dealer on behalf of someone else
- Introducing fellow pupils to a drug dealer, or any other instance of procuring controlled drugs for him/herself or another pupil).
- He/she attends School whilst under the influence of drugs
- He/she is involved outside School jurisdiction in the supply, handling, possession, consumption or incitement to the misuse of drugs and in the view of the Head this has or may have a negative impact on the College or on the pupil involved or other pupils.

If a pupil refuses a reasonable request to be tested, he or she will almost certainly be required to leave the College.



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Any pupil under the influence of drugs, cigarettes or alcohol in the College including journeys to and from the College in school uniform, work experience, residential trips and courses may be removed from their activities in order that they can be medically assessed as the pupil's safety is of paramount importance.

Their parents will be contacted to collect them should the College staff feel that this is necessary. In extreme cases whereby the pupil presents a danger to themselves or others then the health services and/or the police may be informed.

If any pupil is found in possession of cigarettes, tobacco, e-cigarettes/vaping devices or alcohol they will be taken from the student. The substance will then be taken immediately to the Head or Deputy. The pupil will then be interviewed by a member of the Senior Leadership Team. Their parents will be informed and pupils can expect to receive a fixed period exclusion. Other appropriate punishments may also be given. For a persistent offender the Head reserves the right to review the pupil's membership of the College community.

The police will not normally need to be involved in incidents involving legal drugs, but the College may wish to inform trading standards or police about the inappropriate sale or supply of tobacco, alcohol or volatile substances to pupils in the local area.

The College will consider each substance incident individually and recognises that variety of responses will be necessary to deal with incidents. The College will consider very carefully the implications of any action it may take. It seeks to balance the interests of the pupil involved, the other members of the college and the local community. Permanent exclusion is seen as a last resort as it may only transfer the problem.

### **Screening Procedure**

Screening is carried out in accordance with a strict procedure. This procedure is updated from time to time as experience and/or scientific advances indicate. In the event of a pupil being suspected of misusing controlled drugs, he or she may be asked to offer a urine sample. The request for a urine sample will be put to the pupil by the Head or Deputy Head, and consent will be obtained from the parents in writing. Where consent is refused this will be documented and may affect the next stages in the disciplinary process.

The pupil will be asked to give a urine sample in a suitable container provided by the staff in main reception responsible for First Aid. The pupil's dignity and personal privacy will be respected in taking the sample, although the supervising member of staff will need to be present at the time of collection in order to ensure that the results are fair. Where a male pupil is concerned, a senior male member of staff should oversee the process and likewise for a female pupil, a senior female member of staff should oversee the process (normally one of the Senior Leadership Team).

Any drug screening results that are positive will be confirmed with an external laboratory. There will be a charge to parents for this external verification.

Drugs tests are sourced from UK Drug Testing, more information can be found here: [Drug Testing In Schools | UK Drug Testing – UKDrugTesting](#)



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### **Confidentiality**

A thorough record of the incident will be held securely in CPOMS. The records of testing will not be used for any other purpose, unless required by the police, or where appropriate after the final conclusion of an appeal.

### **Police**

The College cannot knowingly allow its premises to be used for the production or supply of any controlled drug. If an offence against the Misuse of Drugs Act is suspected or substantiated, it will be appropriate to consider contacting the police. If so, the Head or Deputy will make the call via 101. Police will usually attend school to collect and test the substance and follow up will usually be passed on to the School Liaison Officer for further advice and appropriate support programmes.

### **Taking Temporary Possession of Controlled Drugs – Quick Guide**

In taking temporary possession and disposing of suspected controlled drugs the College will:

- ensure that a second adult witness is present throughout
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols
- record full details of the incident, including the police incident reference number
- inform parents/carers, unless this is not in the best interests of the pupil
- identify any safeguarding concerns and develop a support and disciplinary response



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**UKDrugTesting SCREENING FORM**

Please fill in the top portion of this form using ballpoint pen

Donor name:	RefNo:
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Date of sample collection:	Date of test (if different):
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List any medication taken in the last 3 weeks (include self administered). Please include any over-the-counter medication, eg for headaches, coughs, colds, ie nasal sprays, etc.

**DONOR STATEMENT:**  
I hereby consent to the following screening tests for the detection of drugs and/or their metabolites from a sample of my urine/saliva. I am fully aware of the policy of St Joseph's College Reading should a positive result be detected. I accept the interpretation of my test results by the Assessor and Co-assessor, provided their interpretation match identically.

Parent signature:..... Date:.....  
Pupil signature:..... Date:.....

**TEST DETAILS AND RESULTS**

Test Start time: ..... (am/pm)    Test read at: ..... (am/pm) (NB S should be 10 minutes)

Results in the test area are as follows: (please tick where a magenta line forms – regardless of intensity)

**Edit drugs to match test kit being used**

Assessor's Interpretation	Co-Assessor' Interpretation
C) All Control Lines	C) All Control Lines
1) Methamphetamine	1) Methamphetamine
2) Opiates	2) Opiates
3) Cannabis	3) Cannabis
4) Amphetamine	4) Amphetamine
5) Cocaine	5) Cocaine
6) Benzodiazepines	6) Benzodiazepines

Assessor's Name: .....    Co-Assessor's .....

signed: .....    Signed: .....

For the test results to be valid, the control lines for any given drug must form. For the interpretation of the test results, the Assessor and Co-assessor must agree on all results. Therefore, if both Assessors agree that all magenta lines have formed (both the control and test lines), the patient can be considered negative for the classes of drugs listed above. Where magenta lines do not form, the patient's sample should undergo a confirmatory laboratory test.

The Donor was found to be negative for all drugs listed: .....(tick/cross) **OR**

The patient was initially positive for the following drugs: .....  
(if initially positive, carry out confirmation procedures)