

**LEICESTER GRAMMAR SCHOOL TRUST**

**LEICESTER GRAMMAR SCHOOL  
AND LEICESTER GRAMMAR JUNIOR SCHOOL**

**SUBSTANCE MISUSE POLICY**

*This policy should be read in conjunction with the Trust's child protection policy and its pastoral care policy.*

**INTRODUCTION**

This policy has been authorised by the Trustees and relates to possession and consumption of alcohol and the misuse of controlled drugs and other substances. It applies to all pupils at Leicester Grammar School (School) irrespective of their age. The policy may also apply at times when a pupil is not in the care of the School at the absolute discretion of the Headmaster. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain of the procedures can only be carried out during term time.

**DEFINITIONS**

**Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.

**Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs; "legal" drugs which can be obtained from a chemist shop; performance enhancing drugs; anabolic steroids; glue; tobacco; solvents; and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

**POLICY**

**Aims**

The central aims of this policy are:

- to promote, through education, the safety, welfare and good physical and mental health of the School's pupils;
- to promote a mature and moderate approach to the use of alcohol;
- to reduce the risk of alcohol-induced misconduct in and out of School;
- to keep drugs out of the School.

**Education**

We educate pupils to understand the effects of, and risks associated with alcohol, in relation to their health and well-being and the law, and that the use of illegal drugs 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 personal, social development courses (PSD), by example and by discussion.

## **Pastoral care**

We encourage pupils to discuss in confidence any anxieties they may have about use of alcohol or drugs and substance abuse with a member of staff who in most cases will be a member of the pastoral team of Tutors or possibly the School Nurse.

## **School rules**

The rules forbid a pupil from:

- any possession, use or supply of non- medically prescribed drugs and substances;
- bringing alcohol onto School premises, or being in unsupervised possession of alcohol, or obtaining or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School;
- bringing the School into disrepute for any reason associated with alcohol or drugs and 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.

## **Detection**

Every complaint, report, or observation in relation to alcohol or involvement with drugs and substances will be followed up and investigated. A pupil suspected of such involvement may be suspended pending the outcome of an investigation.

Where a member of staff is concerned that there has been a marked deterioration in a pupil's welfare and performance and that this may have been caused by substance abuse, such suspicions will be discussed with the Headmaster (or the Deputy Head (Pastoral)) who will then decide if there is sufficient evidence to ask for the pupil to take a medical test

In such a case, every effort will be made to contact the parent(s) before the test is carried out. In the situation where the pupil is over the age of 16 years, the consent of the student is necessary and sufficient; however the parents will again be contacted if at all possible. It is hoped that the test will be seen as a positive measure to help a pupil under suspicion and in most instances it is likely the School will already have spoken to the parents about the deterioration in manner and academic performance.

If a parent refuses to consent to the possibility of a test no test will be carried out. In such a case, however, the only appropriate sanction available is suspension, and if evidence uncovered subsequently proved conclusive of substance abuse, permanent exclusion would follow. This policy aims, in part, to avoid such sanctions in the interest of the pupil and the School.

(Details of the current testing procedure are held in school and can be made available to parents on request.)

## **STAFF TRAINING**

Staff are trained on how to recognise and manage issues involving alcohol, drugs and substances.

## SEARCHES FOR ALCOHOL, DRUGS AND SUBSTANCES

### Searches with consent

School staff can search pupils, their possessions and locker for alcohol, drugs or 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 his/her consent.

### Searches without consent

The Headmaster may search a pupil or a pupil's possessions without their consent where there are reasonable grounds for suspecting that a pupil has alcohol or drugs or substances in their possession.

Searches will normally only be carried out by members of the Senior Management Team or Pastoral Heads of Year. In any event there always should be two members of staff present including a member of staff whose gender matches that of the pupil. A written report of the fact of the search and its outcome should be completed even if no evidence is found of substance possession.

### Confiscation

On confiscating alcohol, drugs or substances, staff should immediately pass the substance and the name of the pupil to the Deputy Head (Pastoral) who will take it to the Headmaster. The Headmaster will determine how the item will be dealt with.

### Police involvement

If the School seizes a controlled drug contact will be made with the police as soon as reasonably practicable. In such cases the School will follow the advice given by the police and will ensure there is a record of that advice and the actions subsequently taken in following the advice.

Advice on the sequence of actions to be followed are found in Appendices B and C.

## SUBSEQUENT ACTION

### Sanctions

If the Headmaster's decision after considering all the material evidence is that the pupil has consumed alcohol, or been using drugs or substances, the Headmaster will hear any mitigating circumstances and consider the pupil's academic and disciplinary record and the extent to which he/she has co-operated, before deciding on the sanction.

Sanctions include:

- **Alcohol:** Sanctions will be applied in accordance with the School's Behaviour and Discipline Policy. For a serious breach or repeated minor breaches, a pupil may be required to leave the School permanently.
- **Drugs:** Any pupil supplying drugs must expect to be expelled immediately even if he/she is about to sit public examinations. Any pupil possessing or using drugs must also expect to be expelled but in exceptional cases, a supportive regime may be offered as an alternative to expulsion. The Headmaster is not obliged to offer a supportive regime. See Appendix A.

### Review

If the pupil is expelled or removed, he/she and his/her parents have the right to request a Review by the Governing Body of the decision in accordance with the School's Terms and Conditions.

## **LEICESTER GRAMMAR JUNIOR SCHOOL**

In the unlikely event that substance abuse was found to involve a pupil in the Junior School this policy would apply to such a pupil.

### **MONITORING**

This policy will be reviewed:

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

The review will be carried out by the Deputy Head (Pastoral) who will also evaluate the effectiveness of education on these matters in the School. A report will be made to the Governors who will authorise any necessary amendments.

## Appendix A

### SUPPORTIVE REGIME

Full name of pupil \_\_\_\_\_

Pupil's date of birth \_\_\_\_\_

Age now \_\_\_\_\_

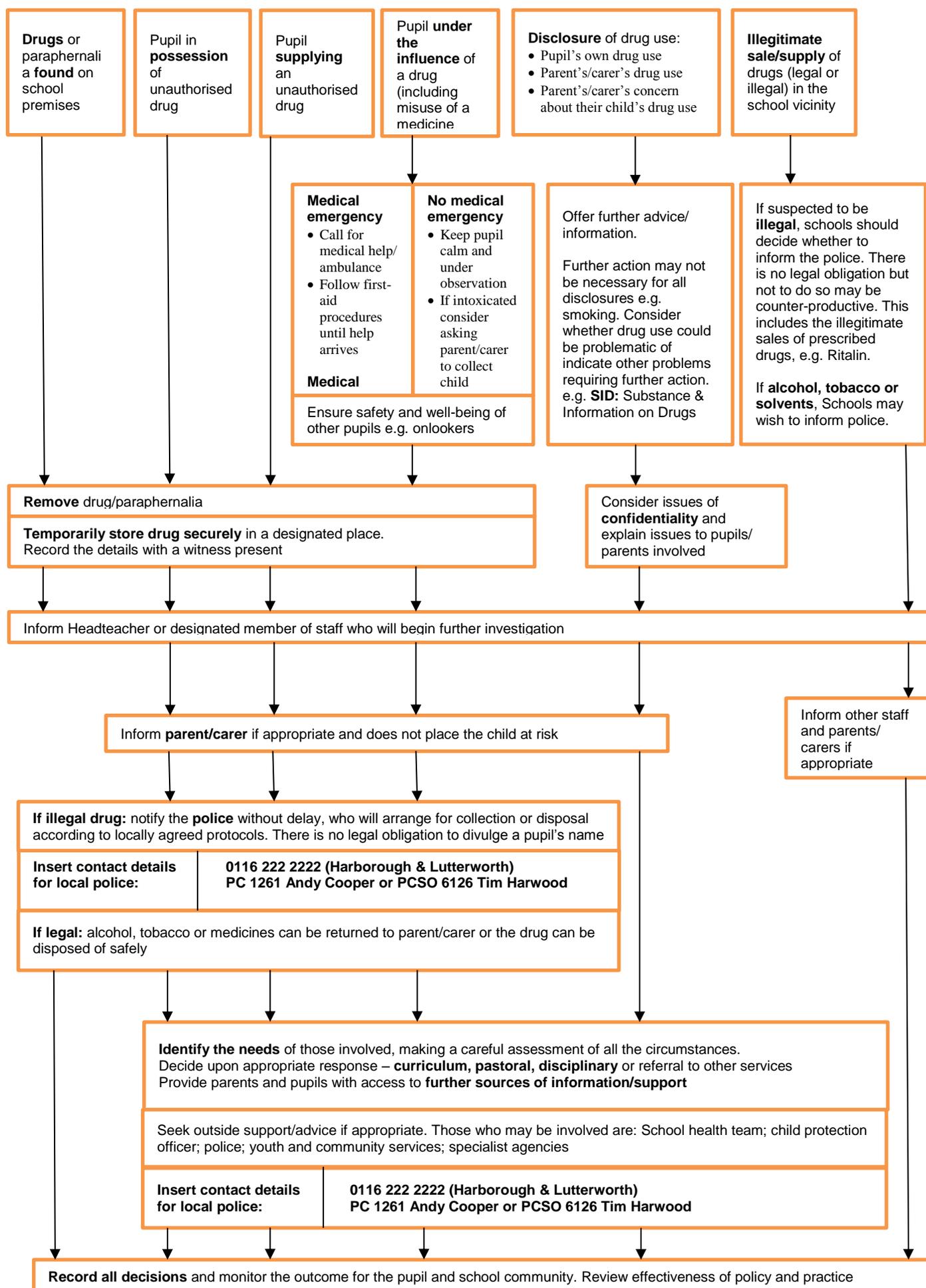
Date \_\_\_\_\_

I have made a voluntary admission of having used a controlled 'drug or substance' in breach of the School's policy and disciplinary rules.

As an alternative to expulsion, the Headmaster has offered me a supportive regime under which:

- 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 (usually the School Nurse) for analysis in accordance with the procedures described in the attached policy which I have read and understood.
- I understand that I may be asked to provide a urine sample at any reasonable time even if no grounds exist at that time to suspect that I have been involved with drugs or substances.
- 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.
- 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.

## Appendix B: RESPONDING TO INCIDENTS INVOLVING DRUGS



## Appendix C: RECORD OF INCIDENT INVOLVING UNAUTHORISED DRUG

- 1 Complete this form WITHOUT identifying the pupil involved
- 2 Copy the form
- 3 KEEP the original, adding the pupil's name and form – store securely. Pass to the Headmaster.

### Tick to indicate the category:

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Drug or paraphernalia found ON school premises       | <input type="checkbox"/> | Pupil disclosure of drug use           | <input type="checkbox"/> |
| Emergency/Intoxication                               | <input type="checkbox"/> | Disclosure of parent/carer drug misuse | <input type="checkbox"/> |
| Pupil in possession of unauthorised drug             | <input type="checkbox"/> | Parent/care expresses concern          | <input type="checkbox"/> |
| Pupil supplying unauthorised drug on school premises | <input type="checkbox"/> | Incident occurring OFF school premises | <input type="checkbox"/> |

Name of pupil *:	Name of school:
Pupil's form *: <i>(*for school records only)</i>	Time of incident: am / pm
Age of pupil: MALE / FEMALE	Date of incident:
Ethnicity of pupil **:	
Tick box if second or subsequent Incident involving same pupil	Report form completed by:

First Aid given? YES / NO

Ambulance/Doctor called? YES / NO  
(Delete as necessary)

First Aid given by: \_\_\_\_\_

Called by: \_\_\_\_\_ Time: \_\_\_\_\_

<b>Drug involved (if known): (eg Alcohol, paracetamol, Ecstasy)</b>
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Drug found/removed? YES / NO

Senior staff involved:
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Where found/seized:

\_\_\_\_\_

Name and signature of witness:

\_\_\_\_\_

Disposal arranged with  
(police/parents/other): \_\_\_\_\_

\_\_\_\_\_

At time: \_\_\_\_\_

If police, incident reference number: \_\_\_\_\_

Name of parent/carer informed *:	(* for school records only)
Informed by:	At time:
Brief description of incident (including any physical symptoms):	
Other action taken: (e.g. other agency involved, Educational Psychologist report requested, case conference called, pupils/staff informed, sanction imposed, LA/GP/Police consulted)	