

# ROYAL ALEXANDRA & ALBERT SCHOOL



## ALCOHOL, TOBACCO, DRUG AND SUBSTANCE ABUSE POLICY

The Governors and staff at The Royal Alexandra and Albert School are committed to providing a safe and happy learning environment, promoting equality and diversity and ensuring the well-being of all members of the community. It is their clear intention to promote good behaviour and to exercise their responsibilities in ensuring the safeguarding and welfare of all pupils and staff within the community.

---

The policy applies to **all** staff & pupils

**Governors' Committee Responsible:** Pupil Matters Pastoral Committee  
**Governor Lead:** William Gillen; Chair of Governors  
**Nominated Lead Member of Staff:** Mark Skidmore; Deputy Head – Pastoral & Boarding  
**Status & Review Cycle:** Three years

Last Action	Approved by Governors	6 November 2018
Next Action	Review	November 2021

## Contents

Statement	page 2
1. Introduction	page 3
2. Drug Education	page 4
3. Legally Available Substances on Site	page 5
3.1 Tobacco	page 5
3.2 Alcohol	page 6
3.3 Solvents	page 6
3.4 Medication	page 6
4. Responding to drug related incidents	page 7
4.1 Statement	page 7
4.2 School responsibility	page 7
4.3 Drug related incidents	page 7
4.4 Investigation Procedures	page 10
4.5 Responses and Sanctions	page 11
5. Training and Support for Staff	page 13
6. Useful Organisations	page 14
Appendix 1 – Drug Testing Procedures	page 16
Appendix 2 – Investigation Procedures	page 17
Appendix 3 – Recording of concerns form	page 18
Appendix 4 – Pupil behaviour that may cause concern about substance misuse	page 19
Appendix 5 – Police involvement	page 20
Appendix 6 – Searching a Pupil or Belongings Reporting Form	page 21

## Statement

The Royal Alexandra & Albert School recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils, in particular regarding drugs. RAA School endeavours to provide a safe, drug free environment and one where children are educated about drugs.

### Key Personnel

**The Headmaster is:** Mark Dixon

email: [headmaster@gatton-park.org.uk](mailto:headmaster@gatton-park.org.uk) Telephone: 01737 649041

**The Designated Safeguarding Lead (DSL) is:** Mark Skidmore

email: [markskidmore@gatton-park.org.uk](mailto:markskidmore@gatton-park.org.uk) Telephone: 01737 649046

**The Deputy DSL(s) are:** Justine Stafford, John Stafford & Simon King

email: [justinestafford@gatton-park.org.uk](mailto:justinestafford@gatton-park.org.uk); [johnstafford@gatton-park.org.uk](mailto:johnstafford@gatton-park.org.uk); [simonking@gatton-park.org.uk](mailto:simonking@gatton-park.org.uk) Telephone: 01737 649000

**The Chair of Governors & nominated governor is:** William Gillen

email: [williamgillen@gatton-park.org.uk](mailto:williamgillen@gatton-park.org.uk) Telephone: 07733 321116

### Terminology

**Drug** refers to any substance people take to change the way they feel, think or behave: all legal drugs including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), all illegal drugs (those controlled by the Misuse of Drugs Act 1971 and the Psychoactive Substances Act 2016) and over the counter and prescription medicines.

**Drug Use** is the consumption of any drug.

**Drug Misuse** is the misuse of a substance for a purpose not consistent with legal or medical guidelines. Drug taking through which harm may occur, whether through intoxication, breach of school rules or the law, or presents an immediate or future risk of harm.

**Drug distribution** is the supply of, distribution of, giving to, buying for or facilitating drugs for another pupil(s).

**Governing Body** refers to The Governing Body and the Board of Management of the Royal Alexandra and Albert School

**Staff** refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

**Pupil** includes every pupil/student at the Royal Alexandra and Albert School.

**Parents** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

## 1. Introduction

1.1 This policy has been developed in consultation with representatives of:

- The Senior Leadership Team
- The Governing Body
- Staff with specific responsibility for drug/medicine issues
- Other teaching staff
- Pupils
- Outside agencies

1.2 This policy applies to all staff and pupils in the School.

1.3 This policy links to the following policies:

- Rewards and Behaviour management
- Safeguarding
- Health and Safety
- Physical Intervention and Restraint
- Guidance for searching pupils and their belongings
- Anti-bullying
- Staff behaviour
- Health Centre Policies
- Educational Visits

## **2. Drug Education**

### **2.1 Aims and Objectives for drug education in the curriculum**

The overall aim of Drug Education in the school is to provide opportunities for pupils to develop their knowledge skills, attitudes, values and understanding about drugs and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions in order to prevent or reduce the harmful consequences of drug misuse.

### **2.2 Objectives/Pupil learning Outcomes**

- 2.2.1 to provide accurate information about drugs and the law relating to them
- 2.2.2 to increase understanding about the implications and possible consequences of use and misuse of drugs
- 2.2.3 to provide opportunities to examine attitudes and values towards drug use
- 2.2.4 to promote the development of personal and social skills relating to positive health behaviours and the opportunity to practise them
- 2.2.5 to enable young people to identify sources of appropriate personal support.

### **2.3 Curriculum Provision**

- 2.3.1 Drug Education is provided within a broader framework / programme of PSHE and Citizenship where wider issues of promoting health, positive behaviours for physical and mental health and social responsibility can be addressed and where drug misuse is just one component. (Specific drug-related information is also provided within the statutory science curriculum)
- 2.3.2 The school acknowledges that a positive health promoting ethos helps pupils feel valued and part of the school community and, in doing so, helps build self-esteem and resilience that may enable pupils to cope more effectively in drug related situations
- 2.3.3 PSHE curriculum model: PSHE is taught alongside Citizenship as a discrete subject for all students in Key Stage 3 and Key Stage 4, as well as forming part of additional inputs through assemblies and school themed activities.
- 2.3.4 Schemes of work are developed as spiral curriculums in order that each year is a development on the previous. There are distinct units relating to drug education but issues surrounding drugs, such as the law and related consequences, are a part of other units of work.

### 3. Legally Available Substances on Site

#### 3.1 Tobacco

- 3.1.1 The school operates a no smoking policy at all times throughout the building and grounds<sup>1</sup> in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.
- 3.1.2 Smoking is not permitted in any part of the school's premises and grounds including the entrance area to the school, on land adjacent to the school building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.) or on the school road crossing patrol areas.
- 3.1.3 The use of e-cigarettes is not permitted in any part of the school premises and grounds. Those wishing to quit smoking should be advised to use licensed nicotine medications and seek support from Quit 51, the stop smoking provider in Surrey.
- 3.1.4 The smoke-free Policy applies to all events and activities held in the School including before and after school sessions, any meetings organised which are attended by school employees as part of their work and visitors to such meetings and events
- 3.1.5 Suitable posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smoke free working environment.
- 3.1.6 Smoking is not permitted in any school owned/hired/leased vehicles or private vehicles when used for carrying pupils or staff on school business. This is a statutory requirement. Schools also have a duty to reinforce the smoking legislation on buses used for pupil transport
- 3.1.7 This Policy applies when pupils are taken off site on school excursions/visits/trips. Staff and accompanying helpers will be reminded that smoking is not permitted when on duty and looking after pupils
- 3.1.8 Pupils are not permitted to smoke when in uniform or when representing the school in any capacity. Pupils found smoking will be subject to appropriate action.

---

<sup>1</sup> Staff are permitted to smoke in the designated smoking area and in their private accommodation but not if this is part of a Boarding House

## **3.2 Alcohol**

- 3.2.1 The consumption of alcohol when on duty or during the working day is prohibited for all employed staff. The Headmaster must be consulted and permission obtained before arranging any functions at which alcohol may be consumed.
- 3.2.2 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 Headmaster for each event.
- 3.2.3 No pupil should be under the influence of alcohol whilst at school or on a school trip/excursion/visit; no pupil is permitted to have alcohol on site, or purchase alcohol off site whilst in the School's care or representing the School in any capacity.
- 3.2.4 The only exception to 3.2.3 will be when the Headmaster has given express permission for Sixth Form pupils to consume a designated amount of alcohol at a particular School event.

## **3.3 Solvents**

- 3.3.1 The school recognises that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. Permanent markers should be kept secure at all times. Refer to COSHH regulations relating to the secure storage and safe keeping of solvent substances in classrooms and labs.
- 3.3.2 No pupil is permitted to use in school, lighter fluid, correcting fluid, or any aerosol spray.

## **3.4 Medication**

- 3.4.1 See the medications policies.

## **4. Responding to drug related incidents**

### **4.1 Statement**

This policy is for guidance and may be adapted to take into consideration individual circumstances.

RAA School strongly believes that drug misuse, possession and/or distribution has no place in schools, that it must be detected as early as possible and that the pupils, staff and community should be aware of the consequences of any such actions. The school also notes that drug misuse commonly occurs in association with other risk factors or behaviours and that the school can be a key component in a safeguarding and pastoral response.

### **4.2 School responsibility**

The school acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies. The school will consider each drug incident individually and recognises that a variety of responses will be necessary to deal with incidents. It will consider very carefully the implications of any action it may take. The school seeks to balance the interests of the pupil(s) involved, the other school members and the local community and does so in the context of a large boarding school where children between the ages of 7 – 18 are resident.

### **4.3 Drug related incidents**

Drug related incidents may take the form of emergencies, intoxication, discovery/observation, disclosure and suspicion/hearsay.

#### **4.3.1 Emergencies**

If a pupil is deemed to be at serious risk of harm as a result of drug misuse (e.g. collapsed, unconscious) the following course of action should be taken:

- notify reception by the fastest possible means to call an ambulance and briefly outline the cause of the emergency
- summon help immediately from another member of staff and send for a first aider
- provide emergency aid to pupil as appropriate
- notify the Headmaster or another senior manager
- notify the pupil's parents/carers
- remove, in the presence of an adult witness, any suspicious substances/equipment and retain in case they are required by ambulance staff
- record the incident in the school's medical book/complete an incident form
- a written report will be given to the Headmaster, pastoral deputy head and head of year
- the Designated Lead for Safeguarding will be informed who will follow the school's Safeguarding Policy to make sure the incident is recorded appropriately and follow up actions in line with SSCB's procedures.



- with the consent of the young person, they will be referred to Catch 22, or the most appropriate service.

#### 4.3.2 Intoxication

- The pupil will be removed to a quiet room and be accompanied by a member of staff at all times.
- The school nurse / first aider will be called and further medical help summoned if necessary.
- Parents/carers will be informed and called to the school to collect the pupil and advised to visit their GP.
- The incident will be recorded in the school medical book / incident form completed.
- A written report will be provided for key staff as above.
- The Designated Lead for Safeguarding will be informed who will follow the school's Safeguarding Policy to make sure the incident is recorded appropriately and follow up actions in line with SSCB's procedures.
- With the consent of the young person, they will be referred to Catch 22, or the most appropriate service.

#### 4.3.3 Discovery/Observation

- If a pupil is discovered possessing, using or dealing any substance not permitted in school (s)he will be escorted to/approached by a senior member of staff.
- The senior member of staff will seek to remove any suspicious substances from the pupil (in the presence of an adult witness) or to secure the voluntary production of any substances believed to be concealed on the pupil's person. (Intimate physical searches should not be made by any teacher). Any substance taken possession of will be sealed in a labelled plastic bag, signed by the witness present with the date and time added.
- The situation will be investigated promptly and thoroughly and a written record made.
- The pupil will be kept out of class and away from peers but supervised by an adult at all times. The pupil will be informed that the situation is a serious one (particularly if the substance in question is believed to be an illegal one) and that parents (and police) will be informed and asked to attend the school.
- The Headmaster will be notified who, in turn, will sanction appropriate interim pastoral and disciplinary measures and notify the pupil's parents.
- If the substance is/or is suspected of being illegal, the Headmaster will call the local police to help with identification of the substance and give appropriate police involvement.
- The governing body of the school will be informed.

#### 4.3.4 Disclosure

A pupil may disclose to a member of staff that (s)he has been using drugs or is concerned about someone else's drug use. **Concern for the pupil's welfare will be paramount** but in line with the school Safeguarding Policy staff will not be able to promise complete confidentiality and should make this known to any pupil seeking such an assurance. Information about a pupil in relation to drugs will follow the same procedure as for other sensitive information. The DSL, head of year, pastoral deputy and Headmaster will be informed and further help sought if appropriate. The pupil may be referred to a drugs or counselling agency/intervention programme (that is part of a community, multi-agency support network to the school) and/or referred to the Catch 22 service.

#### 4.3.5 Suspicion/Hearsay

Any hearsay / rumour about pupil drug use will be carefully evaluated in the light of the school's own knowledge about the pupil and sensitively investigated before any possible action is taken.

If staff believe the rumour to be unfounded steps will be taken to challenge the rumour and its effects, e.g.

- challenging the behaviour that might have led to the rumour
- challenging those responsible for circulating ill-formed information
- challenging the environment in which rumours breed.

If the rumour is found to be true, the same procedures will be taken as outlined in the previous section for disclosure of drug use.

If there is reasonable suspicion<sup>2</sup> of a pupil misusing drugs the pupil may be asked to take a drugs test. If a pupil refuses to undertake a drugs test, it will be seen as an admission of guilt and the pupil will be deemed to have tested positive for drugs.

---

<sup>2</sup> Suspicion to be recorded using the form in Appendix 3

## 4.4 Investigation Procedures

- 4.4.1 If there is a drugs-related incident reported or a suspected drugs-related incident reported then a thorough investigation takes place. This will include seeing relevant pupils and/or staff involved and statements taken. A search may need to be conducted of a pupil or a pupil's possessions/room<sup>3</sup>. A pupil(s) may be required to undergo a drug test<sup>4</sup>. With all the evidence gathered from this<sup>5</sup>, a decision, after consultation with the Headmaster, will then be made with regard to any appropriate sanctions. The police may also be informed with regard to the nature of the incident<sup>6</sup>. The police will then decide on any course of action they may wish to take which may be separate to any action from the school. The school will take advice from the police with regards to any drugs that have been confiscated or any drug paraphernalia which has been confiscated from pupils.
- 4.4.2 At the start of the investigation, where practicable, parents/guardians will be informed that an investigation is under way and, once the investigation has been completed, will be informed of the outcome. The level of involvement of the pupil in the drug-related incident will determine the sanction to be applied.

---

<sup>3</sup> See [DfE guidance on searching pupils](#) and Appendix 6

<sup>4</sup> See Appendix 1

<sup>5</sup> See Appendix 2 for evidence gathering protocol and procedure.

<sup>6</sup> See Appendix 5 for Police involvement.

## 4.5 Responses and Sanctions

### 4.5.1 Smoking Sanctions (including e-cigarettes)

- 4.5.1.1 First offence: The pupil will meet with either one of the Director of Boarding, Head of Middle School or Head of Upper School to discuss the effects of smoking and a letter sent home. Confinement to their boarding house for one week during non-lesson time will result.
- 4.5.1.2 Second offence: The pupil will meet with either one of the Deputy Head (Pastoral & Boarding) or Assistant Head (Behaviour) to discuss their behaviour and parents will again be informed. Community service alongside house confinement for one week during non-lesson time will result.
- 4.5.1.3 Subsequent offences: Continual offences will lead to a form of exclusion that could be Fixed Term, Fixed Term Withdrawal of Boarding Place or Permanent unless there are extenuating circumstances.
- 4.5.1.4 **N.B. Smoking in a boarding house or any other building is a very serious matter and will lead to an immediate exclusion.**

### 4.5.2 Alcohol Sanctions

- 4.5.2.1 First offence: the pupil will normally be given some form of exclusion. Parents will also be informed by telephone and by letter. The Health Centre will be informed with a view to providing counselling.
- 4.5.2.2 Second offence: the pupil is likely to be given a Fixed Term Exclusion either from school and/or boarding. Parents will be informed by telephone and letter. The Health Centre will be also be informed again with a view to providing counselling.
- 4.5.2.3 Subsequent offences: any subsequent offences may lead to permanent exclusion.
- 4.5.2.4 **N.B. A one off incident of an extreme nature may lead to permanent exclusion.**

### 4.5.3 Illegal Drug Sanctions

- 4.5.3.1 Any offence: the pupil will be referred to the Headmaster after a thorough investigation, who will decide on the course of action after considering the School's responsibility as stated in paragraph 4.2.
- 4.5.3.2 If a pupil has been using drugs for personal consumption and/or has them in their possession then this will lead to a Fixed Term Exclusion, unless there are extenuating circumstances, with the pupil returning to school on a random drugs testing programme (as per the boarding contract). Any further repeats of drug misuse or a failed test whilst on the random testing programme will lead to Permanent Exclusion, unless there are extenuating circumstances.

**4.5.3.3 If a pupil(s) has been distributing drugs to/for another pupil either in school or whilst any pupil involved is in our care then this will lead to a Permanent Exclusion, unless there are extenuating circumstances.**

#### **4.5.4 Other responses**

The School also offers a range of responses to help pupils who transgress:

- the use of in-school counselling services (these are confidential sessions)
- case conferences to discuss the options carefully before devising action plans to enable pupils to remain in school and receive appropriate help
- behaviour contracts (setting out clearly the terms on which a pupil can remain at the school - emphasising positive rather negative behaviour)
- in-school programmes to provide a pathway, e.g. provision map
- referral to an appropriate specialist young persons' substance misuse service such as Catch 22, or QUIT 51 with the agreed consent of the young person.

## **5. Training and Support for Staff**

- 5.1 Support for teaching and understanding drug-related issues is incorporated in our staff INSET programme.
- 5.2 Catch 22 can provide targeted assistance to schools where a problem has been identified (ie with young person or group of young people) and/or there is a need for staff training to ensure effective referrals and responses to substance misuse are achieved.

## 6. Useful Organisations

- **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](http://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](mailto:admin@adfam.org.uk) Website: [www.adfam.org.uk](http://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](mailto:contact@alcoholconcern.org.uk) Website: [www.alcoholconcern.org.uk](http://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](mailto:enquiries@ash.org.uk) Website: [www.ash.org.uk](http://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](mailto:clc@essex.ac.uk) Website: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
- **Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) Website: [www.crae.org.uk](http://www.crae.org.uk)
- **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/](http://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: Website: [www.drugeducationforum.com/](http://www.drugeducationforum.com/) 14

- **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](mailto:info@drugscope.org.uk) Website: [www.drugscope.org.uk](http://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](mailto:frank@talktofrank.com) Website: [www.talktofrank.com](http://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](mailto:admin@mentoruk.org) Website: [www.mentoruk.org.uk](http://www.mentoruk.org.uk)
- **National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: [www.ncb.org.uk](http://www.ncb.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](mailto:information@re-solv.org) Website: [www.re-solv.org](http://www.re-solv.org)
- **Smokefree** - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>
- **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](http://www.starsnationalinitiative.org.uk)
- **Youth Offending Teams** – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>



## Appendix 1 – Drug Testing Procedures

The test for alcohol is in the form of a breathalyser. This procedure takes place in the pupil's boarding house or the Health Centre in the presence of two staff.

The test for illegal drugs is in the form of a urine sample or a saliva sample where the pupil's sample reacts with chemicals in a pot and this then indicates which drugs, if any, are in their system. There are numerous categories of drugs tested for, which include cannabis, opiates, cocaine, ecstasy and amphetamines. The test does not show the amount of drugs in the system, just the fact that there are drugs in their system.

This procedure takes place in the Health Centre where it is overseen by either the Deputy Head or Assistant Head as well as another witness (this must not be a member of the Health Centre staff). The pupil at the time of the test has to sign a form to say that they agree to the test as well as give details of any medication that they have taken within the last 4 weeks. Once the sample has been given the results are then recorded and parents/guardians informed of the result. As this is a 'random' drugs testing policy, pupils can be taken to the Health Centre at any time during the day.

**If at any time a pupil refuses to undertake a drugs test it will be taken as an admission of guilt and a positive test result will be recorded.**

## Appendix 2 – Investigation procedures

When a drug related incident is reported an investigation takes place.

When school staff deal with any drug related incident, it is essential that they take appropriate steps to ensure that “evidence” is retained so that what has happened can, if necessary, be proved at a later date. The risks to any school not gathering evidence properly are considerable.

1. If possible always record the details of anyone who witnessed the incident. Make notes of what they say they saw. Write on the notes the time, location and date they were made. Get the witnesses to agree and sign the notes, including the location, date and time. Get the witness to write and sign a statement using the School statement form.
2. When the offender is spoken to, take notes of what is said and record the important words as exactly as possible. Time, date and sign these notes as well. This will enable statements to be made later by staff if required. Get the witness to write and sign a statement using the School statement form.
3. If there are any key witnesses (including staff), such as the finder of the drugs, get them to write a statement which will include the description of any items of evidence, and where that evidence was found. This may include the taking of photographic evidence. The statement must be signed and dated.
4. If a search is conducted then the School search form must be completed and signed. The staff conducting the search must write a statement that must be signed and dated.
5. Seal, sign and label those items of evidence in plastic “evidence bags”, include the time, date and location and, if possible, get the witness who found the evidence to sign the label as well. Items, and in particular suspected drugs, **MUST BE HANDLED AS LITTLE AS POSSIBLE**. In particular, other pupils and members of staff must not handle them at all. (Bags are available from the Deputy Head – Pastoral and Boarding and the Assistant Head.)
6. Keep all original notes and any items of evidence (in evidence bags) in a locked and secure location.
7. The results of any investigation will be presented to the Headmaster.

## Appendix 3 – Recording of concerns form

### RECORDING OF CONCERNS

#### Individual Pupil Expression of Concern

Colleagues are requested to state:

- the area of concern - the 'pupil concern checklist' may assist with identification and differentiation of concerns
- the specific observations
- the locations
- the occasions when these observations have been made

<b>Pupil Name:</b> <b>Sex:</b> <b>Yr:</b> <b>Date of Birth:</b>	<b>Date:</b> <b>Time</b> <b>Location:</b>
<b>Reported by:</b>	
<b>Cause for concern raised by:</b>	
<b>Persons present:</b>	
<b>Specific Observations:</b>	
<b>Circumstances:</b>	
<b>Report:</b>	
<b>Action:</b>	
<b>DATE:</b> <b>PRINT NAME:</b>	<b>SIGN:</b>

All entries must be dated, signed and named clearly

## **Appendix 4 – Pupil behaviour that may cause concern about substance misuse**

- noticeable difference in the availability of money
- theft of money and goods
- reports from parents that more time is being spent away from home and/or that there are changes in behaviour
- changes in punctuality and attendance pattern, and decline in willingness to participate in school or youth club activities
- decline in performance in school work
- unusual outbreaks of temper and other changes in character
- boisterous and silly behaviour and uncontrolled giggling
- disregard for physical appearance
- inflammation of the eye and marks around the nose and mouth
- lack of appetite
- smells which may be indicative of solvent abuse
- heavy use of aftershave or perfume to disguise the smell of drugs
- wearing sunglasses at inappropriate times (to hide dilated or constricted pupils)
- wearing long sleeves at inappropriate times (to hide injection marks)
- injection marks for which there are no known medical explanations (e.g. diabetes)
- unexplained bloodstains on clothes
- unreliable statements
- secretive behaviour
- changes in friendship patterns
- use of drug orientated language and written expression
- declines in standards of physical co-ordination
- significant changes in energy including lethargy or hyperactivity
- fluctuations in emotional state from elation to depression
- uncoordinated and/or disorientated state
- frequenting the toilets
- changes in behaviour after break/lunch
- non-attendance at lunch.

# Appendix 5 – Police involvement

Schools are not obliged to give full details of any incident and there are occasions when seizure of the substance may be the only police action required. The wishes of the school will be carefully considered and a variety of options are available, depending on the individual circumstances of the case.

Incidents involving illegal drugs in which police *may* be involved:

- drugs/associated paraphernalia are found on school premises
- a pupil is found in possession of drugs/associated paraphernalia
- a teacher suspects a pupil of being under the influence of drugs
- a teacher has information that the supply of or sales of alcohol/cigarettes/volatile substances to underage young people and/or the supply of illegal substances/NPS are taking place in the local area
- a school wishes to inform the police of a drug-related incident which has been resolved internally
- a pupil discloses their drug misuse; their parents/carers/relatives/friends are misusing/selling drugs
- child protection/safeguarding concerns arising from family drug use.

Police *should* be involved in cases where:

- a pupil is found to be supplying drugs on school premises or during the school day

SCHOOL'S DECISION	WHO TO CONTACT	POLICE RESPONSE
Aim to deal with incident internally. Advice required	Contact local Youth Intervention Officer, or dial 101 (non-emergency)	Advice for the schools on their options and discussion regarding further support. If it is a very serious incident the police may want to respond officially.
For police to respond to a minor incident in 'slow time'	Contact Surrey Police central switchboard: 101 – non-emergency contact	The incident will be recorded and an officer deployed in line with policing priorities.
For police to respond to a serious crime or incident in 'fast time'	Always dial 999.	This will be an immediate or quick response by police officers. Their primary concern is the safety of the public and the investigation of crime. They will arrest suspects if they consider it necessary.

# Appendix 6 – Searching a Pupil or Belongings Reporting Form

Please print all information

Name of Pupil:
House:
Year:
Date:
Time:
Staff Conducting the Search: 1) 2)
Reason for the Search:
External Agencies Involved: YES/NO
Give Details:
<b>Outcome</b> Items Found:
Disciplinary Action (use Behaviour Referral Form):
Other Action:
Parents Informed: YES/NO
Reporting Member of Staff:
Signature:
Signature of Pupil: