



Drugs Policy

2011-12

This policy applies to Early Years Foundation Stage, Junior School and Senior School.

This policy aims to:

- Reinforce and safeguard the health and safety of pupils and others who use the school
- Ensure that staff are aware of the law relating to drugs, alert to the signs that might indicate their use/misuse and appropriately trained to instruct and pastorally support pupils.
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Enable pupils to increase their own knowledge, challenge attitudes of others and make informed decisions.

Hollygirt is committed to the Health and Safety of its pupils and will act to safeguard their well-being. The school believes that the misuse of drugs/substances by members of the school and/or supply of these substances is wrong. Pupils who are found to be in possession, using, distributing or under the influence of illegal substances in or around the school and whilst on school organised outings are liable to serious sanctions, including exclusion. Parents will in all cases be informed. The school acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school will seek to persuade students in need of support to come forward. The school reserves the right to inform parents of any student suspected of using or distributing drugs outside school hours.

Definitions: Substance Use and Misuse

Drugs are substances that alter the mind or body.

This policy is concerned with:

1. Illegal drugs e.g. cannabis, ecstasy, cocaine, poppers, heroin
2. Inappropriate use of prescribed drugs
3. Solvents

Relationship with Other Policies

Legal drugs: tobacco and alcohol are considered separately in the school Behaviour Policy. Prescribed drugs are dealt with in Administration of Medicines within the First Aid Policy. This policy should be read in conjunction with the Behaviour Policy and with the Removal of a Girl from School.

Staff with Key Responsibility for Drugs/Substance Misuse

The following staff have the initial responsibility:

The Head of Juniors for up to Year 6; the Deputy Head and the Health Care Co-ordinator (Senior School).

All incidents involving drugs or substances will be referred to the Headmistress.

Drug Education

Hollygirt provides a comprehensive and planned drug education curriculum for all students within the DARE scheme (Juniors) and the across the Issues programme and Science schemes of work (Seniors). The schemes aim to provide all pupils with knowledge, attitude, and skills to be able to make informed decisions about drugs and to withstand peer pressure,

Staff Support and Training

Relevant training will be given to all staff throughout the school. It will include drug recognition and physical and emotional signs of misuse. The emphasis of training will be on how best to support the girls. Key staff will be

encouraged to apply for courses which further develop their skills and to ensure their knowledge is up-to-date. They will cascade any updates to other key staff who will together consider the implications for curriculum delivery.

The school has links with the local police, who will assist with staff training and who can be used to identify illegal substances found in school where necessary.

Assessment, Monitoring, Evaluation and Reviewing

The effectiveness of policy and teaching will be assessed annually and will be reviewed in the light of changes in law/best practice.

Management of Drugs at School

Complaints: Investigation of a complaint or rumour about the possession, use, distribution or pupils suspected of being under the influence of a substance will be investigated by the person with key responsibility for the age group in consultation with the Deputy Head or Headmistress. Parents will be informed as soon as reasonably practicable if a complaint under investigation is likely to result in the student being suspended, expelled or required to leave.

Temporary Suspension: A pupil will be temporarily suspended pending the outcome of any investigation.

Search: The school may decide to search a pupil's space and belongings and to ask her to turn out the contents of bags and pockets if there is reasonable cause to do so. Clothing will not be searched until it has been removed by the wearer and care will be taken to ensure privacy. This policy does not authorise intimate search or physical compulsion to remove clothing. If necessary, the police will be called.

Interview: A pupil may be interviewed informally by a member of staff to establish whether there are grounds for a formal investigation. If a pupil is then interviewed formally about allegations made against her arrangements will be made for her to be accompanied by a parent or member of staff of choice. A pupil who is waiting to be interviewed will be segregated from other pupils.

Disciplinary Meeting: The Chairman of the Trustees will be informed of the investigation at this stage. The following will be considered:

- A statement setting out the complaint against the pupil
- Written statements and notes of evidence supporting the complaint
- The pupil's school file and record of behaviour
- Relevant school policies and procedures

Attendance: The pupil and parents will be asked to attend the disciplinary meeting with the Headmistress and other key staff. The pupil will have the opportunity to state her case.

Sanctions: If the complaint is proven, the Headmistress will outline the sanctions available, taking into account any further statements which the pupils/parents wish to make. The past behaviour record of the pupil will be taken into account. Within 24 hours a decision will be reached and the parents informed of the reasons.

Most cases including drugs on the premises will result in a fixed term suspension or permanent exclusion.

Grievance: Parents have the right of appeal against the decision to permanently exclude. Please refer to the document entitled Removal of a Girl from School.

Police Involvement

The police may be involved at any stage in the investigation/identification process.

Policy Review

This policy will be reviewed annually. This policy was approved by the Trustees in June 2008.