



Substance Misuse Policy

Lead Person :	Assistant Head (11-14)
Support Persons :	SLT. Staff
Governing Body Committee :	Staff and Pay

Distribution:

All staff and students of the school + school website

Links to:

- School Rules
- Behaviour Policy
- Health and Safety Policy
- Exclusions Policy

Responsibilities:

The Headmaster has overall responsibility for the implementation of the policy, for liaison with the Governing Body and parents and external agencies, as appropriate. All staff (teaching and support staff) have a duty to report to the Head all incidents of substance misuse connected with the school. The Headmaster will be solely responsible for any necessary communication with the media.

Aim of policy:

To give clear guidance on the school's stance on the misuse of substances and to make clear the consequences of any substance misuse and to define any circumstances where authorised drugs and pharmaceutical products may legitimately be in school.

To whom the policy applies:

This policy applies to all staff and students of The Crypt School and to all guests and visitors whilst they are on the school site. It also applies to all staff and students whilst they are engaged in any school activities whether on or off-site.

Introduction:

Whilst it is recognised that drugs form a part of the teenage experience for a minority of students, the purpose of this policy is to ensure that:

- The Crypt School adheres to the law in all drug-related matters
- The Crypt School provides a drug free environment for the majority of young people who do not wish to experiment with the recreational or other use of illegal substances
- The Crypt School promotes healthy life styles
- The Crypt School enables its students to make considered and informed life-choices

Definitions:

"Substances" are understood to cover all illegal drugs, any non prescribed medicines, drugs used for sport or recreational purposes, solvents, alcohol and tobacco.

“**Possession**” is understood to mean having on one’s person or having immediate contact with any of the above substances e.g. in a bag or hidden in a locker, or pre-determined place of storage.

“**Supply**” is understood to mean the sale or passing on of any of the above substances whether for profit or not.

Authorised Drugs which may legitimately be in school

Some students may require medicines that have been prescribed for their medical condition during the school day. Staffing, administration, storage and record keeping procedures are all clearly set out in the medication and first aid policy.

The medicines policy also sets out the circumstances in which a student may take non-prescribed/over-the-counter medicines, such as those providing relief from period pains or hay fever. School staff do not give non-prescribed medication to students unless supplied with written authorisation by parent/carer.

Procedures and Sanctions:

The school will consider each incidence of substance misuse separately and consider the appropriate response, bearing in mind the circumstances of the case, and the need to balance the interests of the student, other members of the school and the wider community. Incidents should be reports immediately to Adrian Courtenay, designated senior member of staff responsible for managing drug incidents.

However the following guidelines will generally apply:

The school rules – which all students and parents accept on entry to The Crypt School - make it very clear that no student should bring any type of substance to school. This not only covers the school site but also any location where school activities are taking place e.g. school trips abroad, sporting tours or exchange visits.

The School treats any infringement of its Substance Misuse Policy as very serious matter and anyone found in possession of a banned substance will be sanctioned. In the first instance students can expect to receive a **fixed term exclusion** from school. Return to school will be conditional on the student attending a reintegration meeting accompanied by their parents/guardians at which clear targets will be drawn up and any necessary programme of support identified. Students found in possession of banned substances on any further occasion can expect to face **permanent exclusion**.

Any student found supplying banned substances can normally expect an **immediate (i.e. for the first offence) permanent exclusion** from the school.

In all cases of substance misuse the school will inform and involve the student’s parents/guardians.

Although there is no legal duty to inform the police of a drug incident, it is likely that the Headmaster and the governors will determine it appropriate to inform the Police Liaison Officer and seek their support and advice.

Prevention and education:

In line with its commitment to promoting a healthy life style, Crypt School seeks to prevent substance misuse through a policy of support and guidance for all its students

At present students learn about drugs and other substances through both the Key Stage 3 and 4 Personal Education and the Science programmes of study. The topic is visited a number of times and covers aspects such as:

- How drugs and alcohol affect the body
- Knowing and recognising drugs
- Resisting peer group and media pressures
- Drug management and risk taking

We believe that by teaching and discussing these topics with students from an early stage they will be better informed to make sensible and safer choices and be more aware of the risks of substance misuse.

The school also employs a professional counsellor who is able to provide individual support for vulnerable students. Likewise, the school has number of contacts with external agencies through which support and help can be accessed for students at risk

Staff Training:

The Headmaster will ensure that staff (teaching and support staff) receive appropriate training in drug education and the handling of incidents.

Monitoring and Review:

The Staff and Pay Committee of the Governing Body will review the policy annually and assess its effectiveness, making recommendations for any necessary changes. All changes will be notified to staff, students and parents. As appropriate, the views of students and their parents will be sought in reviewing the policy

April 2008

Reviewed by AHC – November 2011

Approved Full Governors – January 2012

Next review : November 2014