

SUBSTANCE ABUSE EDUCATION AND MANAGEMENT POLICY

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1 Purpose of this policy

This policy is aimed at Governors, teachers, parents, carers and guardians ('parents'), and pupils. It is designed to give all parties a clear statement of the School's approach to education about substance abuse, its stance on the use of harmful substances by pupils at Highgate School ('Highgate'), the relationship between the School and parents and the obligations attendant on both the School **and** parents as a consequence.

We seek to be realistic, not alarmist; there is no assumption that children will use harmful or illegal substances, but a well-founded belief that they will meet plenty of opportunity to do so. Avoidance of drugs in adolescent or university circles is difficult to secure; a decision to steer clear of substance abuse, based on good knowledge of dangers and oneself and high self-esteem, can be forged in the context of a strong home-school partnership.

The policy will also be read by inspectors as part of the statutory process of inspection to ensure that the School meets its obligations in law. The policy will be freely available to any interested party and may be downloaded from the School's website. It will be reviewed annually by the Responsible Officer and audited annually by a member of the Governing Body. Parents will receive notification of the policy on joining the School and an annual email reminder from the Head to review a range of relevant school policies, available on the Parent Portal. The Responsible Officer is the Principal Deputy Head, Mr T J Lindsay.

Our Aims and Ethos

The following statements, from our Statement of Ethos and Aims (the full statement is available on the School's website), underpin our policy:

Our Ethos

- [We seek to] secure the welfare and safety of our pupils as individuals and as members of a community
- [We seek to] advance the education and intellectual and moral development of our pupils, whatever their capabilities, attributes and interests

Our Aims

- pupils leaving school will be intellectually and emotionally prepared for higher education and the world of work
- [pupils] develop a moral code and practise living it out in readiness for their adult lives
- [pupils] care for others and learn to see service to others as a way of life

- [pupils] are supported in developing strength and resourcefulness to meet the challenges of day-to-day life
- [pupils] develop healthy, transferable interests and pursuits in a coeducational setting
- [pupils] grasp the value of the community, and its price

In sum, the individual's rights have to be balanced against the entitlement of others to welfare, safety and good health; our pupils should be prepared for the world beyond school and be encouraged to develop behaviours which will keep them safe and fulfilled in the long term; pupils need to develop a sense of the obligations towards a community and the repercussions of pursuing their own interests without regard to the shared discipline of his or her chosen community. The School will approach issues of indiscipline in the knowledge of the realities facing young people and their parents, while working to secure a safe and healthy environment for all its members.

Definition of drugs

The School defines the term 'drug' as any substance which affects the way in which the body functions physically, emotionally or mentally and includes tobacco, alcohol, solvents, over-the-counter / prescribed medicines, and substances that induce so-called legal highs. Certain substances are designated as 'illegal' drugs and breaches of the law will be taken into account in the School's decision to consider involvement with substances to be a pastoral or disciplinary matter. (See Section 7)

Jurisdiction of this policy

This policy will apply to pupils, staff and Governors on the School premises and beyond, and this includes occasions when pupils are within the care of school staff (e.g. school trips and educational visits). The School also has an interest in the health and well-being of its pupils beyond school boundaries.

2 Specific Aims of the School's Substance Abuse Education Programmes and Policy

- To ensure that the School complies with the criminal law and promotes high standards of exemplary behaviour among staff
- To communicate unequivocally the School's stance on substance abuse
- To explain the law to pupils and to nurture respect for the law amongst pupils generally and specifically with regard to the use and misuse of drugs and alcohol
- To ensure that School site is a safe environment, free of illegal drugs
- To actively discourage the use of illegal drugs and the abuse of alcohol and other harmful substances
- To educate pupils about the effects (on the mind and body) and the risks associated with drugs, alcohol, cigarettes and solvents and the ingestion of any substance without knowledge of its ingredients, provenance and effect

- To help pupils develop the analytical faculties and knowledge-base to deal with situations involving drugs and alcohol and to make informed choices
- To help pupils to develop the moral courage to reject anything that is potentially harmful to their health, integrity, independence and future prospects
- To help pupils to combat unhealthy peer group pressure (eg. which may lead to experimentation) by promoting the individual's self-esteem and self-confidence
- To help pupils to confide in their parents, teachers or in support agencies if they have any concerns about drug or substance abuse-related matters
- To encourage and enable parents to inform the School of any concerns about drug or substance abuse-related matters in respect of their own or any other child.
- To encourage parents to communicate with the parents of any other pupil in the School about whom they have any concerns about drug or substance abuse-related matters so that the fellow pupil's parents can take appropriate parental action.
- To provide advice for parents, carers and guardians that will help them to deal effectively with drugs and substance abuse-related issues affecting their children
- To aid parents in sourcing reliable and up-to-date information about adolescent behaviour
- To give guidance to parents about their obligations to the School and about the School's approach to use of harmful or illegal substances by its pupils and
- To explain the use, the School will make of information about its pupils' substance abuse, whether this be suspected or corroborated.

3 Delivering Substance Abuse Education

We believe that the purpose of substance abuse education should be to give pupils the knowledge, skills and attitudes to appreciate the benefits of a healthy life-style and to relate these to their own actions now and in the future.

Senior pastoral staff have a good understanding and knowledge of the types of substance abuse that our pupils are most likely to encounter and of their physiological effects. The Principal Deputy Head, Heads of Section, the School Chaplain and the School Counsellors offer guidance to Head of Houses and Form Tutors across all three schools. The School has further substance abuse educational material and contact details, available on our Intranet, for pupils or staff needing information or confidential help-lines (see also Appendix 3). As a School we should recognise that a pupil or member of staff wanting help may need this not for themselves, but for a colleague, friend or member of their family.

Substance abuse education takes place in the following activities:

- PSHEE lessons, delivered by experienced staff members and addressing the cognitive, social and emotional factors associated with drug use;
- Specialist lectures and presentations;
- The Biology Department's curriculum;
- The Sport and Exercise Department curriculum;

- Other lessons, both within and outside the formal curriculum, in extra-curricular activities and through the School's pastoral system (e.g. tutorials and assemblies) and
- Information booklets.

All teaching staff are expected to be mindful of the effective management of incidents involving substance abuse, as part of their statutory duty safeguard to safeguard pupils. This includes being alert to the signs that suggest possible involvement, the procedures to follow when conducting searches (see Appendix 2) and how to respond appropriately to pupils seeking advice and help. Periodic training is provided for all staff by means of briefings at staff in-service training.

4 Answering difficult questions

Sometimes a pupil will ask a difficult or personal question in the classroom. Questions do not have to be answered directly, and if a teacher is uncomfortable with the nature of a question, they should decline to answer it. A child should never be made to feel uncomfortable for having asked a question. At the beginning of a lesson it should be made clear that a teacher will usually try to answer all questions, but that it may not always be appropriate for some questions to be answered in that situation. All members of staff receive regular safeguarding and welfare training and are provided with instructions on handling disclosures. Further questions may, at the teacher's discretion, be referred to the relevant Principal, Head of Section or the Principal Deputy Head.

5 Confidentiality

In accordance with the School's Safeguarding and Welfare policy, the School regards all pupils as a "child" regardless of their age. As a general rule a child's confidentiality will be maintained by the Tutor or other member of staff concerned; however, unconditional confidentiality cannot be promised to a pupil. If a teacher feels that a pupil is going to tell them something significant, or if a pupil requests in advance that nobody else be told, the member of staff will stress to the child that this may not be possible. The School Nurses, the Chaplain and the School Counsellors are trained to treat any matter raised by a pupil in a confidential manner, unless they have immediate and serious concerns about a pupil's health or safety. If any member of staff judges that a pupil is at risk or in danger, he or she will talk to the Principal Deputy Head (the lead Designated Teacher for Safeguarding and Welfare) or another teacher with designated safeguarding responsibilities.

Parents of any pupils with any concerns about drug or substance abuse-related matters will be encouraged to share their concerns with the School, in order to ensure the safety of their, or any other, child at school. Where a pupil reports (anonymously or otherwise) any concerns about drug or substance abuse-related matters involving another pupil, the parents of that pupil will be informed of the concerns raised. It is important that pupils (and their parents) feel able to report to the School any

concerns about drug or substance abuse-related matters; to that end, the School may keep the details of those reporting concerns confidential. The School will always pass on the content of reported concerns to the parents of any pupil allegedly involved in drug or substance abuse-related matters, so that parents can take appropriate steps and measures to safeguard their child.

The School may also take its own steps in the light of concerns received, for example, discussions with the pupil identified, increased monitoring and vigilance surrounding that pupil, referral to the school counsellor and drug testing.

Pupils who volunteer information about their own or others' substance abuse will be reassured that severe disciplinary sanctions (i.e. permanent exclusion) will result only after investigation and consideration where it is the School's conclusion that the pupil's behaviour must be investigated by the police as a crime, where the School judges that the pupil has been sourcing and supplying drugs for other members of the School or where the interests of the pupil or the School community are best served by a permanent exclusion. Clarity about, and a managed response (involving counselling and on-going monitoring by health professionals) to, a pupil's substance abuse is so important that the School will strive to achieve an agreed outcome with parents and pupil, and reasonably expects co-operation from parents in achieving that end.

6 Pastoral Support for Pupils and Parents

6.1 Who can help?

Responsibility for dealing with general pastoral issues lies first with a pupil's Head of House (Yrs 9-13) or Head of Year (Yrs 7 and 8), supported by the Tutor. These teachers should be the first point of contact for any parent or pupil with any concerns. The School's pastoral teams have considerable experience of dealing with young people and are always prepared to listen and offer appropriate assistance.

They are not, of course, professionally equipped to provide confidential counselling or specialist advice on matters such as drug addiction or the medical consequences of substance abuse. However, Head of Houses, Assistant Heads and the Principal Deputy Head do have a list of contact numbers of help-lines that can refer parents to specialist and confidential help. The School Counsellors and the School Chaplain are also available to provide confidential advice to pupils. The School's Nurses can offer support; the School strongly recommends that family GPs are contacted at the earliest opportunity if substance abuse by a pupil is revealed or suspected.

6.2 A shared responsibility

The School is concerned about the health and well-being of its pupils and all staff are encouraged to raise any concerns about a pupil with the appropriate pastoral team or the School Nurse. Physical or emotional signs of substance abuse, in the absence of a history or suspected history of substance abuse, may be difficult to detect. Where parents are concerned for the safety of their child and his or her

vulnerability to substance abuse, it is important that they share those concerns with the School.

For the safety and security of the School site, a team of Porters is on call during the school day; staff are allocated additional supervisory and patrolling duties at key times of the day. The movement of Year 7 and 8 around the School site is monitored by dedicated Chaperones. All staff are made aware of the protocols to follow in an emergency by the School's Critical Incident Procedure. The Principal Deputy Head liaises regularly with the Police and other agencies to promote the safety of all members of the Highgate community.

In addition to these arrangements, the School's pastoral work relies upon excellent communication between parents and the School, and a high degree of parental confidence in the School. Safeguarding and promoting children's welfare is a responsibility which parents and schools share and necessitates introduction, explanation and practice. To this end, parents will be invited to attend information evenings and briefings covering: substance abuse education; ways for parents to prevent, monitor and, where necessary, manage their children's experimentation with alcohol and substances; adolescent health; current trends in substance abuse among young people. We hope that attending such meetings, for parents of pupils in Year 7 onwards, will be viewed as being as important, but as routine, as trips to the dentist.

7. Our Disciplinary and Pastoral Approach

Highgate School has a two-strand approach to drug and alcohol related incidents: **disciplinary** and **pastoral**. The School's approach will generally involve a disciplinary dimension, and may involve pastoral measures.

The Disciplinary Strand

When will the School regard involvement with substance abuse as a disciplinary matter?

The use of illegal drugs and harmful substances by pupils is forbidden.

- A pupil will usually be permanently excluded where they are found, on the balance of probabilities, to have possessed or consumed drugs at School (while at School, on the journey to and from School, and when pupils are deemed to be under the responsibility of the School, including school visits and trips).
- A pupil will be permanently excluded if, on the balance of probabilities, they have sold illegal substances, possessed them with an intent to supply them, distributed them, or have encouraged or coerced others to use them.

Only in exceptional circumstances, e.g. where a pupil is believed to have been coerced into the consumption or possession of drugs, will an alternative sanction to permanent exclusion be considered.

Details on the procedure for permanent exclusion can be found in the School's Behaviour Policy, Section 8. In reaching a conclusion the pupil's age, vulnerability, special educational needs, previous involvement with substances, relevant disciplinary records and any other mitigating factors, including co-operation with the investigation process, will be taken into account.

Any incident in School where a pupil is suspected of involvement with harmful or illegal drugs, possession of harmful or illegal drugs or carrying materials used in substance or alcohol abuse, will be immediately investigated by the School and the parents or guardians contacted as soon as possible. In the interests of clarity, 'illegal drugs' include cannabis, amphetamines, ecstasy, LSD, cocaine, all other substances identified in the Misuse of Drugs Act 1971 and substances associated with so-called "legal high". In addition, at Highgate, we do not permit other substances likely to be injurious to health (e.g. solvents, alcohol and tobacco) to be brought to School.

All cases suspected to involve substance abuse will be dealt with as a matter of urgency and will be reported to the relevant Assistant Head and the Principal Deputy Head. The School will consider each case individually, taking into account any mitigating circumstances. Further deliberations will, at all times, seek to balance the interests of the pupils involved and those of the other members of the School community. Any pupil who is found to have offered (for sale or otherwise) illegal substances to other pupils, or substances that have caused significant harm, will usually be referred to the Police and / or Social Services. Criminal law treats supplying (or intending to supply) illegal drugs extremely seriously, and "dealing" includes giving drugs to friends, even if it is for free. Looking after drugs for someone and then giving them back can also lead to a charge of "supplying" drugs.

The parents of a pupil alleged to be involved with substance abuse can expect to be informed at an early stage by the relevant Head of House, Assistant Head or the Principal Deputy Head. When the facts of the situation are established, the parents will be given an indication whether the School expects to treat the case as a disciplinary and pastoral matter or solely as a pastoral matter, and to understand whether permanent exclusion is one of the disciplinary measures contemplated. Parents will be informed if the School's approach changes as a result of the investigation.

The School will continue to work with the pupil and his or her family to support them pastorally even if the disciplinary strand of the policy has had to be followed. Where permanent exclusion is not the School's chosen course, the two strands of policy are not inconsistent. The School's overriding objective is the welfare and safety of all of its pupils. Co-operation with parents in applying the School's Substances Policy is critical in making this objective achievable.

The Pastoral Strand

When will the School regard involvement with harmful or illegal drugs predominantly as a pastoral matter?

- When parents or pupils approach the School to share their concerns about, suspicions of or knowledge of their child's experimentation with alcohol abuse or drug abuse, particularly where this is accompanied by adverse changes in their child's behaviour or motivation;
- Drug or under-age alcohol possession for personal use (and not involving the supply of drugs to others) when a pupil is not under the responsibility of the School, when brought to the attention of the School by the pupil involved, other concerned pupils, parents or the Police;
- When the pupil genuinely wants the support and help of the School, in conjunction with parents and external agencies, to reject substance abuse and alter their conduct in order to fulfil the aims and ethos of the School.
- When the School judges that there is no significant threat to the reputation of the School in following the Pastoral strand of the Substances Policy.

In addition, the School will also contact parents directly if a pupil's conduct or performance at School suggests that, in our experience, substance abuse or other inappropriate lifestyle choices may be undermining their prospects of remaining safe, healthy and achieving their potential, or that of other members of the Highgate School community. The fact of contacting parents should be seen as one among many usual monitoring actions that are at the heart of effective pastoral care. We will strive to deal with each case on an individual basis, seeking to provide support, encourage parental involvement and, where appropriate, the intervention by specialist medical health workers.

If a pupil comes to us seeking help then we will consider each situation individually, recognising that a variety of responses may be necessary; perceived disciplinary responses (e.g. drugs testing) are part of the School's and parents' armoury and are best used on an agreed basis, but will not usually be imposed upon parents except in the context of a response requiring a mix of pastoral and disciplinary measures and at the School's discretion.

The following gives guidance to the way the School will approach suspected or known drug use (including alcohol abuse) by a pupil. The principal consideration will be the current and future health, safety and welfare of the pupil. The Principal Deputy Head (or his equivalent) will contact parents to give them the information that he has received or established. This might be via another pupil, the pupil's own admissions or concern expressed by teachers (or possibly other parents) relating to the pupil's behaviour.

Where it is agreed that the pupil has used harmful or illegal drugs (e.g. cannabis), parents will be strongly encouraged to sign up their child to the random drug testing procedures (see Appendix 4) as a way of giving the pupil a reason to say no. This measure will be implemented once the pupil has had a chance to abstain from any substance abuse. The pupil will be encouraged to attend counselling, either at the

School or elsewhere. His or her academic, behavioural and co-curricular progress will be monitored closely. Parents will be expected to keep an open and frank dialogue with the School.

If the pupil's behaviour, performance and engagement deteriorates, he or she will be subject to the disciplinary measures which apply usually, but the knowledge of and discussion about any past or continuing substance abuse and parents' willingness and ability to support and reinforce these, will inform the School's view on how best and how realistically to manage the pupil's progress at Highgate and whether parents shall consider alternative means for the pupil to complete their education.

8 Alcohol

We recognise that alcohol is not an illegal substance in itself (unless purchased by a child under the age of 18), and that it is considered to be socially acceptable when used in moderation; however, we also know that alcohol poses real dangers for young people. We seek to educate young people so that they can distinguish between acceptable and irresponsible drinking. The PSHE programme concerned specifically with alcohol recognises that alcohol is a drug and that young people are particularly vulnerable to its effects.

Specific aims of alcohol education at Highgate:

- To educate pupils about the effects that alcohol has on the mind and body
- To help pupils to understand the relationship between alcohol consumption and risks to health (including accidents and long term damage)
- To understand the various reasons (social, cultural and religious) why people may choose to drink or not to drink
- To identify strategies for safer drinking

Further guidance on the School's policy on alcohol in specific settings can be found in the Educational Visits policy and the code of conduct and consent forms for School visits and events.

9 Smoking

A pupil found smoking at School, travelling to or from School in uniform, or on School trips (even if he or she is a member of the Sixth Form) will receive at least a Detention; repeat offences will be treated more seriously. The School recognises that smoking is, at the moment, legal for those aged 18 or over, but it will not condone or permit an activity which is so harmful to a pupil's health.

Appendix 1

Drug Testing of Pupils in accordance with aims of School Drug Policy

- As stated in the School's Terms and Conditions for pupils attending Pre-Prep, Junior School or Senior School, the Head may require any pupil to submit to testing for drugs to ensure compliance with the School Rules on illegal substances. Refusal (on the part of parents / guardians or the pupil) to consent to such testing may exceptionally be treated as a serious disciplinary matter; however, it is our usual practice to seek to persuade parents to agree to random testing for the reasons outlined above.
- These tests will be carried out according to suitably approved procedures by the School's medical contact:

Dr. Paul Simpkin
Emmanuel Kaye House
37 Devonshire Street
W1G 6QA

Tel: 0207 935 5614. Fax: 0207 7935 6322

- In the first instance, pupils will be required to be tested on at least two occasions within a twelve-month period. The Head reserves the right to alter these arrangements depending on the circumstances necessitating the application of the testing programme.
- The School will provide pupils and parents with forty-eight hours' notice of the appointment for the test.
- The test will take place at the above address and will be arranged at a time that does not interfere with normal lessons (appointments will not be arranged during any period of external examinations).
- The School will provide Dr Simpkin with photographic identification of the pupil.
- The pupil must be accompanied by their parent (s) to the test.
- The cost of each individual test and the subsequent feedback report is currently £150.00. This is payable by parents directly to Dr. Simpkin at the time of the appointment.
- Full details on the nature of the test and reporting of results are available from Dr. Simpkin. Parents are encouraged to make contact with Dr. Simpkin at the beginning of the twelve-month period to discuss any matters of concern.
- A review meeting with pastoral staff will be arranged near the conclusion of the twelve-month period. A record of tests that are clear of illegal substances and a satisfactory academic and extra-curricular performance from the pupil will mean that the requirement to be subject to the pastoral support of the School's substance abuse policy will be removed.

Appendix 2

Personal Searches

The School's Behaviour Policy (Appendix 2) details the statutory guidance and appropriate procedures for staff undertaking personal searches of pupils.

Taking temporary possession of suspected illegal substances

- The law permits school staff to take temporary possession of a substance suspected of being an illegal drug
- In taking temporary possession ensure a second adult witness is present
- Seal sample in a plastic bag (include date and time of seizure and witness present)
- Store in secure location (access limited to two senior members of staff)
- Without delay, notify the police (the law does not require the school to divulge the name of the pupil from whom the illegal substances were taken).

Appendix 3

Useful Contacts:

FRANK

www.talktofrank.com

0300 123 6600 (helpline)

82111 (SMS)

This support agency provides confidential advice 24 hours a day to parents as well as pupils. They can give information on services in the local area including counselling and specialist clinics.

ADFAM

www.adfam.org.uk

admin@adfam.org.uk

This is a charity aimed at supporting the families and friends of drug users.

Childline

0800 11 11 11

Free 24-hour helpline for children or young people in trouble or in danger

Parents Against Drug Abuse (PADA)

08457 023 867 (24 hour helpline)

www.pada.merseyside.org

Based in Liverpool, PADA supports projects across the UK offering advice to parents, families and friends of drug users.

Families Anonymous

0845 1200 660 (helpline)

www.famanon.org.uk

A global fellowship of families and friends affected by another's abuse of substances – organises a network of support groups for parents of drug users.

Young Minds

0808 802 5544 (Parent's helpline)

Free confidential helpline providing information and advice for any adult with concerns about the mental health of a young person

Local Support Agencies:

Insight Platform - Haringey

020 8493 8525

www.insightharingey.co.uk

Free advice, info and support on substances and alcohol for children, young people and families in Haringey.

FWD - Drug & Alcohol Service for Young People in Camden

020 7974 4701

ypsmt@camden.gov.uk

FWD is a Drug & Alcohol Service for Young People in Camden aged U-18. It offers one-to-one support; Group work; Advice & Education; Family & Parenting Work; Counselling and access to CAMHS; Psychiatric Assessments; Substitute Prescribing.

Barnet Young People's Drug and Alcohol Service (WDPYoung People)

Tel: 0300 303 3169

Email: barnetyoungpeople@wdp.org.uk

WDP operates in the London Borough of Barnet to provide support to young people, families and education professionals relating to drug and alcohol misuse. They provide counselling, drug treatment, family therapy and health assessments, following NHS confidentiality and patient care guidance.

Appendix 4

Parents' Pastoral Discussion Group – Annual HSPA Event (updated June 2018)

Advice and observations from parents of older pupils to parents of younger pupils

1. Some lessons learned from the development of recent pupils:

- Communication! Communication! Communication! Between you and your child, with other parents and with the school
- Offer your child support not judgement. Recognise it is a stressful time due to academic expectations, social media pressures and hormonal/emotional/psychological changes of puberty
- Importance of other pursuits and positive peer groups e.g. sports, drama and other active hobbies and interests outside of school. Try to avoid them

hanging around in street corners, in houses without adults present and excessive time in parks

- You can't lock them up! Just be clear on boundaries and expectations.
- Always insist that you know where they are at all times (mobile phone communication is not a guarantee of this!)
- Parties: limit your guest list, ensure there are at least 2 responsible adults present, inform other parents of arrangements and timings.
- Monitor and, if necessary, restrict sleepovers
- Monitor and, if necessary, restrict money
- Emphasise personal responsibility and safety – ensure they understand units & strengths of alcohol; importance of eating; importance of drinking lots of water; effects of impairment of judgement; probable impurity of illegal substances; danger of drug chain; criminal record; what to do if..... Put safety first.
- A consistent message from home is important – if parents drink to excess, or take illegal drugs then this gives a green light to teenagers.
- Remember that the strength of alcohol and the nature of some drugs has changed enormously since parents were at school and university: do not apply your own experiences to condone any risks taken by your children.

2. Warning signs to look out for:

Social life

- Urgency of need to be out at parties, the houses of friends or staying out much later than agreed or expected
- New friends or guarded communication about new friends
- Unusual need for money or additional money
- Increased secrecy about actions and whereabouts

Appearance and Conduct

- Sudden decline in school performance/attendance
- A lack of appetite, lethargy, depression, mood swings
- Unusual equipment or items in pockets or around house, for instance sealable bags or aerosols. Excessive use of chewing gum
- Nosebleeds, sores around mouth or nose, neglected appearance