

# Substance Abuse Education and Management Policy

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Approved by	Senior Deputy Head
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## 1. Aims and Objectives

This policy is aimed at Governors, staff, parents<sup>1</sup>, 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 the School, 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 pupils 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.

### 1.1 Definitions

The School defines the term '*drug*' as controlled drugs including cannabis, Temazepam, LSD, cocaine, Xanax, Valium, Ketamine, amphetamines, ecstasy, heroin, solvents and over-the-counter/prescribed medicines. This includes illegal drugs, those that are legal when present in medicinal products of low strengths (and which may be obtained with or without a prescription) and psychoactive substances that induce so-called 'legal highs'.

The School defines the term '*substance*' as anything which can affect the way in which the body functions physically, emotionally or mentally. This includes all controlled drugs (as above) and, in the appropriate context, alcohol, e-cigarettes and other vaping paraphernalia, tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a pupil. Substances which are designated as 'illegal' drugs and any 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](#))

Further information about the different types of drugs and substances can be found [here](#).

### 1.2 Jurisdiction of this policy

This policy will apply to all pupils, staff, volunteers, visitors 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 wellbeing 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 all staff.

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<sup>1</sup> All references to 'parents' in this policy includes parents/carers/guardians.

- 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 substances.
- To ensure that school site is a safe environment, free of illegal drugs and substances.
- To actively discourage the use of illegal drugs, abuse of alcohol and other harmful substances.
- To educate pupils about the effects (on the mind and body) and the risks associated with all substances and risks of ingesting 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 (e.g. which may lead to experimentation) by promoting the individual's self-esteem and self-confidence.
- To help pupils to confide in their parents, staff 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 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.
- 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 lifestyle 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 Deputy Head (Pastoral and Safeguarding), Senior School Deputy Head (Pastoral), Head of Pupil Health and Wellbeing, Heads of Sections, the School Chaplain and the School Counsellors offer

guidance to teachers and pastoral staff 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).

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.

At the Junior School, the PSHEE curriculum covers teaching about drugs, alcohol, tobacco and vaping. This includes discussions around the importance of understanding that there are legal drugs (medicines) and illegal drugs, the health risks and impact of drug use, peer pressure and anti-social behaviour. Delivering age-appropriate lessons and accurate information around substances is a key part of preventing drug misuse and developing the skills and attitudes to help our pupils make healthy and responsible decisions in the future.

## 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 pupil should never be made to feel uncomfortable for having asked a question. At the beginning of a lesson, particularly PSHEE lessons on substances, 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, Senior School Deputy Head (Pastoral) or the Deputy Head (Pastoral and Safeguarding).

## 5. Confidentiality

In accordance with the School's [Safeguarding and Child Protection Policy](#), the School regards all pupils as a “child” regardless of their age. Where a pupil is 18, this policy still applies. As a general rule, a pupil's confidentiality will be maintained by member of staff concerned; however, unconditional confidentiality cannot be promised to a pupil. If a member of staff 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 pupil 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, they will talk to the relevant Principal, Deputy Head (Pastoral and Safeguarding), Designated Safeguarding Lead, or another member of staff 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 child, or any other, pupil at school. Where a pupil or parent 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 so that parents can take appropriate steps and measures to safeguard their child. 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 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 wellbeing team, 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?

In Pre-Preparatory and Junior Schools, the respective Deputy Principals (Pastoral) will be the first line of support. Responsibility for dealing with general pastoral issues in Senior School lies first with a pupil's Head of House (Yrs 9-13) or Head of Year (Yrs 7 and 8), supported by the Form Tutor. These staff 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, Senior School Deputy Head (Pastoral) and the Deputy Head (Pastoral and Safeguarding) do have a list of contact numbers of help-lines that can refer parents to specialist and confidential help. The Health and Wellbeing Team, the School Counsellors 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 wellbeing 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. All staff are made aware of the protocols to follow in an emergency by the School's Critical Incident Procedure. The Deputy Head (Pastoral and Safeguarding) (Lead DSL) liaises regularly with the Police and other agencies to promote the safety of all members of the School 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.

## 7. Our Disciplinary and Pastoral Approach

The 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.

### 7.1 The Disciplinary Strand

The use of illegal drugs and harmful substances by pupils is forbidden. They cannot be brought to or consumed in School. The School will categorise involvement in substance abuse as a disciplinary matter and will consider exclusion of a pupil when:

- 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); or
- 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. This will usually result in permanent exclusion.

(Details on the procedure for permanent exclusion can be found in the School's [Behaviour Policy](#), Section 8.)

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

### **The procedure**

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 contacted as soon as possible.

All cases suspected to involve substance abuse will be dealt with as a matter of urgency and will be reported to the relevant Principal or Deputy Head (Pastoral and Safeguarding). The School will consider each case individually, taking into account 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. 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 Principal, Deputy Principal or Senior School Deputy Head (Pastoral), Assistant Head or the Deputy Head (Pastoral and Safeguarding). 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 their 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. Cooperation with parents in applying the School's Substances Policy is critical in making this objective achievable.

## 7.2 The Pastoral Strand

The School will categorise involvement in substance abuse 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;
- 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.

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 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.

### **The procedure**

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.

If the School suspects or knows of alcohol, drug or substance abuse by a pupil, the principal consideration will be the current and future health, safety and welfare of the pupil. The Senior School Deputy Head (Pastoral and Safeguarding) or other pastoral staff will contact parents to give them the information that they have received or established. This might be via another pupil, the pupil's own admissions or concern expressed by staff (or possibly other parents) relating to the pupil's behaviour.

Where it is agreed that the pupil has used harmful or illegal drugs or substances, parents will be strongly encouraged to sign up their child to the random drug testing procedures (see Appendix 1a) 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. Their 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, they 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 the School and whether parents shall consider alternative means for the pupil to complete their education.

## 8. Alcohol

The School recognises 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 PSHEE 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 the School:

- 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 and Vaping

A pupil found smoking or vaping at School, travelling to or from School in uniform, or on school trips (even if they are a member of the Sixth Form) will be subject to sanctions under the disciplinary strand of this policy, and are likely to receive a fixed term exclusion from school.

The School recognises that smoking and vaping are, 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.

Pastoral support will be available for any pupil who is caught vaping or smoking, or who asks for support with an addiction, and this may include referral to external agencies, such as Insight. In addition, vaping and smoking are covered in our PSHEE programme.

Specific aims of vaping and smoking education at the School:

- to educate pupils about the effects that vaping and smoking has on the mind and body;

- to help pupils to understand the relationship between vaping and smoking and risks to health (including long-term damage);
- to identify strategies for tackling an addiction to nicotine.

With particular regard to vaping, the School aims to educate pupils about:

- the highly addictive nature of vaping due to the nicotine content;
- the impact of vaping on normal adolescent brain development;
- the health risks, known and unknown, of ingesting the chemicals found in vape liquid;
- the risks of vaping substances other than nicotine, such as THC or Spice.

In addition, the School classifies the use of ‘snus’, a type of nicotine pouch inserted between the teeth and gums, as substance misuse under this same strand of the policy. The School aims to educate pupils about the risks associated with this form of nicotine, including severe nicotine sickness.

## Appendix 1a: Substances Testing Protocol

### General guidance on substance testing, in accordance with the aims of the School's Substances policy

As stated in the School's terms and conditions for pupils attending Pre-Preparatory, 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 or the pupil) to consent to such testing may be treated as a serious disciplinary matter, including consideration of permanent exclusion from School; however, it is our usual practice to seek to work alongside parents to agree to random testing for the reasons outlined above. Pupils, with the support of parents, may also ask to participate voluntarily in the Substances Testing protocol, in accordance with the Pastoral strand of the Substances policy.

The Substance testing will be carried out, according to suitably approved procedures, by the School's Nurses (see below). The frequency with which pupils will be tested will be determined in accordance with the School's judgement on the most appropriate level of intervention for each pupil. (This will normally range from one to five tests per term, over a 12 month period, though the School may alter the frequency and duration in response to a pupil's needs or any other relevant circumstances related to the application of the testing protocol). When scheduling the tests and notifying the pupils concerned, the School will seek to minimise the impact on lesson time as far as possible.

Senior pastoral staff will use appropriate discretion when informing a pupil to report to the School's Medical Centre at an agreed time for the test.

The cost of each individual test is currently £20.00, which covers the cost of the testing kit. The cost of each test will be added to the parents' termly school bill, without specifying the reason for the charge. The School will contact parents if the cost of the testing kits changes. Pupils and parents involved with the testing protocol can make contact with the Deputy Head (Pastoral and Safeguarding) to discuss the substances testing protocol and any other matters of concern.

A review meeting with pastoral staff will be arranged near the conclusion of the twelve months, or agreed, period. A record of tests that are clear of illegal substances will mean that the requirement to be subject to the Substances Testing Protocol can be removed, if mutually agreed by the pupil, parents and the School.

#### Procedure for the collection of a urine sample:

The procedure to obtain a urine sample for a drug test will be completed at one of the two medical centres at the School; the Senior School Medical Centre (Charter Building) or the Mills Centre Medical Centre.

1. The School's Nurses will act as **collectors** for receiving the urine sample and will perform the drug test as soon as receiving the sample from the pupil.
2. A pupil may be provided with liquid for them to drink in order to facilitate the test. The pupil will not leave the medical centre until a sample has been produced and tested.
3. A clean, secure area will be available to use as a work surface for the testing of the urine sample.

4. All sources of water in the area where the sample is collected (the toilet cubicle) will be fully secured.
5. Soap/detergent dispensers/and other possible adulterants will be secured to prevent contamination of the urine sample.
6. A bluing agent is placed in toilet bowl to prevent dilution of sample by the pupil.
7. The toilet cubicle will be checked for hidden adulterants or substitute urine samples.

**Procedure to obtain collection of urine sample:**

1. The pupil's identity will be confirmed - check School (photo) database, full name and DoB.
2. Confirm that the pupil understands the procedure and signed consent is on file.
3. Ask pupil to empty their pockets, remove any unnecessary outer clothing, such as jacket, coat. As far as possible, via verbal and visual checks, verify that the pupil has no concealed receptacle or container about their person.
4. Instruct the pupil to wash hands prior to providing urine specimen - to eliminate possible adulteration/contamination. Handwashing is completed outside of the toilet cubicle.
5. Once hands are washed the pupil must remain in the presence of the collector so that they do not have any access to any soap, water, or cleaning agent, which could contaminate the sample.
6. The collector will provide the pupil with a clean urine container.
7. The urine container will have the following information prepared on the label:
  - Pupil's name and DoB
  - Date of collection
  - Name of collector
8. The collector will instruct the pupil to fill the container to the line indicated on the urine container.
9. The urine sample is obtained, non-witnessed, in the privacy of the toilet cubicle.
10. The collector remains outside the toilet cubicle until the sample is obtained and the pupil does not flush the toilet until the sample is handed to the collector.
11. The collector will wear gloves when collecting the sample to prevent contamination.
12. The collector records the time on the urine container in the presence of the pupil.
13. The drug test is performed immediately in the presence of the pupil.
14. The temperature of the urine sample is noted within 4 minutes of receiving the sample (to determine if a fresh sample has been provided).
15. The level of creatinine is recorded - this should be above 1.8mmol (to verify the sample is undiluted).
16. The pupil will be informed of the results as soon as possible after the test.
17. If the test is negative for all drugs then they will be informed and the pupil will leave the medical centre and return to their school activity. The Nurse will inform the appropriate pastoral staff that the test has been completed. Pastoral staff will then contact parents, as soon as is practicable, to pass on this information.
18. If the test is positive for any unexpected or illegal substance, the pupil will be informed.

19. The collector will ask the pupil if they regard the result to be fair. If the answer is ‘no’ then a further urine sample will be taken and another test performed to check the first result.
20. In the event of a positive test the pupil will, in the first instance, remain in the medical centre. The appropriate pastoral staff (see above) will be informed and will speak to the Nurse and the pupil to ascertain more details before contacting the parent, who will be asked to come into school as soon as possible for further discussion.
21. The pupil will be provided with suitable work, supervision and pastoral support but will not usually return to normal lessons pending a meeting with parents.
22. Meetings with parents, following a positive test for illegal substances, will follow the guidance set out in the School’s Substances and [Behaviour Policies](#), in addition to any separate conditions related to substances and conduct that apply to the pupil concerned.

## Appendix 1b: Substance Testing Procedure – Pupil Contract

**Name of Pupil (Block Capitals):**

**Form/House:**

**Date of Birth:**

**Current Age:**

### Declaration of pupil

- I understand the School's procedure for substances testing and I agree to undertake the test, as set out in Highgate's Substances Testing Protocol (Appendix 1).
- I understand that I may be asked to undertake this test at any reasonable time at school even though no grounds exist at that time for suspecting that I have been involved with drugs.
- I understand that the School will take all reasonable care to respect my confidentiality and preserve my dignity in the conduct of this substances testing process.
- I understand that the testing protocol applies in term-time, though tests may take place immediately after holiday periods and the same expectations for negative test results will still apply.
- I agree to co-operate with the School in every respect of the Substances policy and protocol.
- I understand that if I fail to co-operate with the protocol without good reason, or if a test proves positive, I must expect the School to investigate and apply its Substances and Behaviour policies.

**Signed:**

**Date:**

## Appendix 1c: Substance Testing Procedure – Parental Declaration

- I/We have read and understand the School's Policy on Substances and the Testing Protocol (Appendix 1).
- I/We agree to my child undertaking the Testing Protocol in all respects and to pay the charges set out for each test.

**Signed:**

**Date:**

**Name / s in full:**

**Relationship to Pupil:**

## Appendix 2: Personal Searches

The School's [Behaviour Policy](#) 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 staff should 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 and External Agencies

### FRANK

[www.talktofrank.com](http://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](http://www.adfam.org.uk)

[admin@adfam.org.uk](mailto: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](http://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](http://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](http://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](mailto: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](mailto: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.

The purpose of this document is to provide advice to both School staff and Parents in the management and administration of medication in school and to ensure effective systems are in place to support individual pupils.

**Table of substantive changes**

Section	Detail of Change	Date	Owner
All	Reformatted and updated links.	August 2023	RJG/KO
All	Reviewed – the scope of the policy expanded to include those in volunteering positions and visitors; job titles updated	August 2024	RJG
Various	Reviewed and section on vaping and other nicotine products updated	August 2025	RJG

**HIGHGATE**

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