

Weatherhead High School

DRUGS EDUCATION AND DRUG RELATED INCIDENTS POLICY

CONTENTS

Policy Development and Consultation

1. Introduction
2. Definitions and Terminology
3. Policy Production and Applicability

DRUG EDUCATION

4. Drug Education Aims
5. Drug Education Curriculum Delivery
6. Teaching
7. Resources

DRUG RELATED INCIDENTS

8. Managing Drugs in Schools
 - Dealing with medical emergencies involving drugs
 - Detection
 - Drugs Testing
 - Searches of school property
 - Personal searches and searches of personal property
 - Confiscation and disposal of unauthorised drugs
 - Alcohol and Tobacco
 - Volatile substances
 - Medicines
 - Illegal Drugs
 - Responding to students involved in Drug Related Incidents
 - Confidentiality
 - Open ended questions
 - Parents/Carers
 - Parents/Carers under the influence of illegal substances on school premises
 - Staff conduct and illegal substances
 - Involving the Police
 - Handling the Press and the Media
9. The Needs of Students/Referral and External Support
10. Medicines in School
11. Tobacco in School
12. Alcohol in School
13. Staff Training
14. The Role of Governors

Appendix 1: Confiscated Item Disposal

Appendix 2: Response to Drug and Alcohol Misuse-Internal Protocol

Drugs Education and Drug Related Incidents Policy

1. THE ROLE OF THE SCHOOL

As part of the schools statutory duty to promote pupils' wellbeing, Weatherhead High School has a clear role to play in preventing drug misuse. This is recognised as an essential part of the schools pastoral/safeguarding responsibilities. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

'A whole school approach

The effects of alcohol, tobacco and other drugs on the health and wellbeing of young people are real and significant. Drug education in the classroom should be supported by a whole school approach that promotes mental and emotional wellbeing through the school's values and ethos, effective staff training and the involvement of pupils, staff, parents/carers, governors and the wider community.

A school's approach to drugs and drug education is most effective when:

- It involves the whole school community - staff, parents/carers, pupils, governors and the wider community.
- It is consistent with the school's values and ethos, developed by all members of the school community.
- Drug education is part of a well-planned programme of PSHE education delivered in a supportive environment, where pupils feel able to engage in open discussion and feel confident about asking for help if necessary.
- The response to incidents involving drugs is consistent with the overall approach to drug education and the values and ethos of the school
- Pupils' needs and views are taken into account when developing programmes and policies.
- Staff have access to high quality training and will be supported.
- It is supported by consistent messages from the family and community.'

(Alcohol, tobacco and other drugs: Guidance for schools in Wirral)

2. DEFINITIONS AND TERMINOLOGY

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves. This includes:

All illegal drugs (those controlled by the Misuse of Drugs Act 1971/2010/2013 TCDO) e.g. cannabis, heroin, cocaine, LSD, ecstasy, amphetamines, magic mushrooms, ketamine and khat.

New Psychoactive Substances formally known as 'Legal Highs' (those controlled by the New Psychoactive Substances Act 2016).

All legal drugs including alcohol, tobacco, volatile substances and amyl nitrites (covered by the Medicines Act 1968).

All over the counter and prescription medicines.

3. POLICY PRODUCTION and APPLICABILITY

This policy covers drug education, the content and delivery of which is the responsibility of the Curriculum Leader for PSHCE. It also covers dealing with drug related incidents,

which is the responsibility of the Designated Lead Teacher for Safeguarding and ultimately the Headteacher. These 2 areas are mutually supportive and aim to reduce the misuse of illegal or unauthorised substances amongst young people in our care.

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2016 Bill on New Psychoactive Substances.

This policy links to other school policies, including Safeguarding and Health and Safety.

Policy Review

This policy will be reviewed annually.

This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, vocational curriculum placements and to all school trips, including those abroad. There may be occasions when drug misuse or the supply of drugs outside the school environment for example in the community at weekends or evenings has an affect within the school or staff are made aware of such incidents. In such cases this policy will also apply.

DRUG EDUCATION

4. DRUG EDUCATION AIMS

Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions. The programme has been devised using age appropriate resources (The Christopher Winter Project – Teaching Drug and Alcohol Education with Confidence in Secondary Schools).

Drug education aims to:

Provide accurate information.

Correct misunderstandings.

Build on knowledge and understanding.

Explore attitudes and values towards drugs, drug use and drug users.

Develop students' understanding of rules and laws.

Develop students' interpersonal skills.

Develop students' self-awareness and self-esteem.

Explore the risks and consequences of their own and others' actions; and

Be relevant to the needs of students and the school community.

Inform students' of support both within and outside of school.

5. DRUG EDUCATION CURRICULUM DELIVERY

Drug education is mandatory in accordance with the National Curriculum for Science for Key Stages 3 and 4. At Weatherhead High School the Drug Education Programme is delivered through PSHCE. The programme is co-ordinated by the Curriculum Leader for PSHCE.

6. TEACHING

Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. Different topics, age groups and contexts require different teaching strategies. Using a range of styles and techniques helps to ensure that all students have the opportunity to learn and to maintain interest. There are many techniques appropriate to the teaching of drugs education, including the following which are encouraged:

Developing ground rules, group work/paired discussion, depersonalised discussion, question and answer session, research, role play, case studies, video, question box, debate, surveys, questionnaires, quizzes, games and creative writing.

When using outside agencies in the delivery of part of the Drug Education Programme:
The purpose, aims and objectives are clear.

All visitors are aware of relevant school policies, including confidentiality and will abide by them.

The way visitors will work is planned and agreed in advance.

Times and equipment is planned in advance.

The visitor is not allowed to take responsibility for students without the teacher being present in the room.

7. RESOURCES

A wide range of resources are used in school which:

Avoid racism, sexism, gender and homophobic stereotyping.

Portray positive images of a range of young people.

Are adaptable for use with all students.

Are factual and up to date.

Encourage active and participatory learning methods and discussion identify sources of support, such as help-lines and services.

DRUG RELATED INCIDENTS

8. MANAGING DRUGS IN SCHOOL

School will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience. This also extends to New Psychoactive Substances, alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of

intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

All drug related incidents will be reported to the Designated Lead Teacher for Safeguarding who will be responsible for co-ordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved. In the first instance the possibility of a medical emergency will be considered.

Recording details of drug related incidents is essential and may be used by other agencies or in court proceedings. Detailed written reports should be recorded using the CPOMS.

School will make a full record of every incident. Storage of sensitive information about students or staff will be secure and be in accordance with the requirements of the Data Protection Act 1998. Records will be specific, evidence based, factual, dated and signed and include the time, place and people present, as well as what was said. Disposal of confiscated items template can be found in **Appendix 1**.

Dealing with medical emergencies involving drugs

If a young person has lost consciousness when suspected of taking drugs:

Stay calm - some drugs act on the central nervous system in a way which makes it potentially dangerous to induce a state of agitation by shouting or over-reacting.

Put the young person in the recovery position.

Loosen clothing to assist the casualties breathing.

Do not give anything to drink.

Send for the First Aider and for an Ambulance.

Check the casualties breathing regularly.

Collect any evidence of what has been taken e.g. tablets, syringes and keep any vomited material.

Wait for the ambulance and reassure the casualty if they come around.

If a young person is 'high' or hallucinating:

Be prepared for behaviour from depressed to very quiet to excitable and incoherent.

Do not allow them to get into a dangerous situation.

Sit them down in a quiet, well ventilated room.

Talk to them quietly and calmly, reassure them.

Send for the First Aider.

Send for a member of SLT or the Pastoral Team.

Detection

School must approach searching for illegal substances with sensitivity. The school reserves the right to use a variety of strategies to search for drugs as it is deemed necessary, based on a sound evidential basis for suspicion of wrong doing on school premises.

Searches of school property

Staff may search school property such as students' lockers if they believe illegal or unauthorised substances to be stored in them. This should be done only if there is reason to believe that the locker contains such a substance and with the agreement of a member of SLT.

Personal searches and searches of personal property

When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full note of the exchange should be made by the observing member of staff.

School may not search personal property such as bags or pencil cases without consent and then it should only be in the presence of a second adult witness. Where consent is refused parents/carers may be notified and they may persuade their child to give consent. If the individual refuses, and if the substance is believed to be illegal the school may proceed along formal lines and the police may be called. The police must conduct a personal search if they believe a crime has taken place or to prevent harm to a student or others following an arrest. School has no legal obligation to report incidents involving illegal substances to the police, however, Weatherhead High School works in partnership with the local police and takes their advice and involves them appropriately. In all cases where a search of a student is deemed to be necessary parents will be contacted.

Taking temporary possession of unauthorised substances

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.**

School has no legal obligation to inform the police about drug-related incidents or to disclose the name of a student involved in a drug incident on the premises. However, it is recommended that Weatherhead High School should seek advice from the police about matters concerning the disposal of suspected illegal drugs.

Full notes of any confiscation will be kept by the observing member of staff.

1. Ensure that a second adult witness is present throughout.
2. Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present.
3. Store it in a secure location, such as the school safe or other lockable container with access limited to two senior members of staff.
4. Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so.
5. Record full details of the incident, including the police incident reference number.
6. Inform parents/carers, unless this is not in the best interests of the pupil.
7. Identify any safeguarding concerns and develop a support and disciplinary response.

DfE and ACPO Drug Advice for Schools (2012) Department for Education and Association of Chief Police Officers

Alcohol and Tobacco

When confiscated parents/carers should be informed unless this would jeopardise the safety of the child.

Volatile substances may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child.

Medicines may be held in the Student Services Office. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them.

Illegal Drugs/New Psychoactive Substances found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by 2 members of SLT only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**

Syringes require special attention, appropriate protective clothing should be worn to pick them up and they should be stored in a Sharps Box. This will be kept out of the reach of students, staff and the public. The Sharps Box will then be disposed of as soon as is practicable at Arrowe Park Hospital or the Local Health Centre.

School staff should not attempt to analyse or taste unknown substances. Police can advise or analyse substances, if necessary, which may be required for prosecution.

Responding to students involved in drug related incidents

Weatherhead High School is aware that some pupils are more vulnerable to alcohol, tobacco and other drug related problems. Effective targeted and integrated support services, involving parents or carers where appropriate, will ensure that vulnerable young people receive an early response as their needs emerge. The school will carefully investigate the nature and seriousness of any drug related incident taking account of:

Confidentiality

The need for confidentiality for those involved should be respected, however, the boundaries of such confidentiality should be made clear to students. If a student discloses information to a member of staff which is of a sensitive nature the teacher must consider child protection (Wirral LA Guidance Child Protection and Children in Need), the need for advice from a more experienced member of staff, co-operating with a police investigation and referral to external services. As such a teacher should not discuss sensitive issues widely but must discuss drug related issues with the Designated Lead Teacher for Safeguarding

The Data Protection Act and Crime and Disorder Act also allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information all efforts will be made to encourage the student to give their informed consent.

The following questions should also be considered:

How serious is the situation?

What immediate and significant risks does the young person face?

What implications-both positive and negative-could keeping a confidence have?

What significant harm could result from keeping the student's disclosure?

Students will be made aware of the limits of confidentiality before they disclose a confidence, whenever possible. If a confidence needs to be broken the school will explain to the student (and parents/carers as appropriate):

Why the confidence has been broken.

Who will be informed?

What will be disclosed?

How the information will be used.

That their privacy will still be respected and information is shared on a need to know basis.

Schools should also be aware of the Wirral Information Sharing Protocol. This details how and when local partner agencies (including schools) can share information about children and young people.

Open ended questions will be used to determine:

What the student has to say.

Was it a one off incident?

Is the substance legal or illegal?

What quantity of substance was involved?

How was the substance being used?

What are the student's home circumstances?

Was the student 'in possession of a small quantity' or 'intent on supplying for profit?'

Is there evidence of organised habitual supply?

Find and make of note of:

Who is involved?

What substance is allegedly involved?

What the young person believes the substance to be.

How the substance came to be in the young person's possession.

Parents/Carers will be informed about the incident at the earliest possible stage and about the schools response unless there are concerns about the child's safety as a result. In any situation where the student may need protection from the possibility of abuse the school's Designated Safeguarding Leader will be consulted.

(See Wirral LA Child Protection and Children in Need Spring 2003 on informing parents).

School recognise the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.

'Any response should balance the needs of the individual with those of the wider school community, and aim to provide pupils with the opportunity to learn from their mistakes and develop as individuals. The needs of pupils in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation, responses may need to take a holistic approach rather than focus solely on drugs.' (ref DfES Drugs: guidance to schools/0092/2004).

As a school we will take a flexible approach whilst maintaining consistency and fairness. Carefully assess the situation and the options for action. Consider the impact of sanctions on the pupil involved, on other pupils, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and pupils as a whole. Other pupils become less likely to approach teachers if they have problems with drug use. Pupils need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care.

A range of responses will be considered. These are:

Early intervention and targeted prevention/ specialist support.
Counselling, e.g. Response, Pastoral Support Worker, Health Services in Schools, YOT and Social Services.
Behaviour Support Plans.
Inter-agency programmes and external agencies.
Pastoral Support Programmes.
Managed Moves.
Fixed period exclusion.
Permanent exclusion.
Response to Drug and Alcohol Misuse Internal Protocol (**Appendix 2**).

Parents/Carers under the influence illegal substances or alcohol on school premises

Staff should maintain a calm atmosphere. If it is unsafe to discharge a child into the care of a parent/carer, the teacher should discuss with the parent/carer if an alternative arrangement could be made, e.g. with another parent/carer. Consideration will be given to invoking child protection procedures.

Staff conduct and illegal or unauthorised substances

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

If staff are away from school for an extended period with a group of students then obviously it is very important, on a daily basis, to identify nominated members of staff to

take responsibility at all times. All staff on any school trip/visit must not be under the influence of any illegal or unauthorised substance or alcohol.

Involving the Police

The police will be involved, if it is appropriate. A full record of the incident recording details and the police incident reference number must be kept.

Weatherhead High School works in partnership with the local police. We take their advice and involve them appropriately.

Police contacts

Safer Schools Police Officer: Kelly Atherton - 07976217817

999 should not be dialled in anything other than an emergency. Drug related incidents will be reported to the School Drug Advisor using the pro-forma in **Appendix I**. The LA Schools Drugs Advisor may also be contacted for advice about drug related incidents.

Handling the Press and the Media

All press enquires must be handled through the SLT in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall 0151 666 8088.

9. THE NEEDS OF STUDENTS/REFERRAL AND EXTERNAL SUPPORT

Students may be referred to external agencies. A more comprehensive list of external services in Wirral Schools Drugs Policy 2004, pages 56-63.

Parents Against Substance Misuse

Birkenhead, Merseyside, CH41 1EU. Tel: 08457 023867 (24-hour helpline) or 0151 356 1996 (admin) E-mail: admin@pada.org Website: www.pada.org

Information, referral and support group for drug users' parents, carers and families

Response

The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD. Tel: 0151 666 4123 (answerphone service outside office hours)

A counselling, support and advice service for young people aged 13-25 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-18 years who have problems with their substance or alcohol use.

The Health Services in Schools Youth Worker Jo Seggie (joanneseggie@wirral.gov.uk) should triage all young people involved in incidents and sign post them to the appropriate agency.

Brook Centre and Outreach Education Services

14 Whetstone Lane, Birkenhead, CH41. Tel: 0151 670 0177 info@wirralbrook.org.uk
Free and confidential sexual health and advice for young people under the age of 25.

Solve it

MPAC Building, 1-27 Bridport Street, Liverpool, L35 5QF. Tel 0151 708 9899
www.solveitonline.co.uk

Training and support for professionals and children to tackle volatile substance abuse.

Wirral Sport and Art Initiative

The Caretaker's House, Grange Road West Sports Centre, Grange Road West,
Birkenhead, CH43 4XE. Tel: 0151 653 3251. Fax: 0151 653 2946.

E-mail: sportartinitiative@wirral.gov.uk

Provides activities for young people between the ages of 7-17, with the aim of reducing crime and drug and alcohol use. Also offers education and advice to young people on drugs and alcohol.

10. Medicines in School

Any medicine, including painkillers, will only be issued if it is brought to school by a pupil with a parent's written consent for it to be taken during school time. This written consent should include details of dosage, strength of medication and frequency at which it is to be given. The medication container should also be clearly labelled with the child's name, the appropriate dosage and the expiry date. This label should be signed/initialled by the parent/guardian.

If a pupil has a need to bring medication to school to take at intervals throughout the day, it will be kept in a locked secure box provided for this purpose. This box is located in the Student Services Office.

Medication will be signed out by appropriate members of staff and records will be kept of all medication administered.

It is the responsibility of parents/guardians to ensure that the school is kept up to date with any changes in medication.

In the case of a child being on long term medication, records will be reviewed annually and parents/guardians will be contacted via letter to ensure that school records are up to date.

Self Administration

If a child needs to keep their medication on their person throughout the day, for example inhalers, then parents should ensure that their child can self administer this effectively. A letter should also be provided informing the school of the medication that their child is carrying, and consent should be given for their child to self administer.

Educational Visits and Work Experience

We encourage children with medical needs to participate in educational visits and work experience. To ensure safety, plans may need to be made to include children with medical needs. Risk assessments must take this into account.

Storing Medicines

Medicines must be suitably stored, i.e. locked in the Student Services Office or in a fridge. Large volumes of medicines should not be stored. Medicines should be in the original container in which dispensed and this must show the child's name, the name and dose of the medicine and the frequency of administration.

Medicines that are out of their sell by date will not be given to students and will be disposed of by parents/carers or school by returning them to a pharmacy.

11. TOBACCO IN SCHOOL

The school is a smoke free environment, and as such smoking is not permitted on the entire premises. It promotes the health and welfare of all who work in or visit the school. As such the school will display "no smoking" signage appropriately.

The school aims to provide a supportive environment for those who wish to stop smoking. Students who smoke on the school premises will receive sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk. The school promotes the health and welfare of all who work in or visit the school. The school aims to provide a supportive environment for those who wish to stop smoking. Students who smoke on the school premises will be dealt with in-line with the schools behaviour procedures. Parents will be contacted unless this puts the child at risk. E cigarettes will be dealt with in the same manner as tobacco products.

12. ALCOHOL IN SCHOOL

Alcohol related deaths total 50,000 a year and a large proportion of violent crime and anti-social behaviour is alcohol related. Furthermore 25% of 11-15 year olds admit to drinking once a week while the figure for 15 year olds alone is 47%. It is, therefore, important that:

Students may not drink alcohol at any time during the school day, or whilst on school activities or trips.

It is not acceptable for students to bring alcohol onto the school premises for consumption. The school aims to provide staff or student's access to support where drinking is a problem.

Students who drink alcohol or bring alcohol onto the school premises will be dealt with in-line with the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.

13. STAFF TRAINING

Initial teacher training requires Newly Qualified Teachers to be familiar with the programme of study for PSHE, and to be prepared for their pastoral responsibilities.

The schools programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students. The Wirral Schools Drug Advisor will provide staff training regarding:

Policy and guidance

Prevalence of drug incidents

Drugs Education using the Christopher Winter Programme

14. THE ROLE OF GOVERNORS

Governors contribute to the development of this policy and have ratified it. The link Governor for PSHE is responsible for overseeing this policy.

The Governors of Weatherhead High School take the issue of substance misuse very seriously, and support the Headteacher and staff in maintaining Weatherhead as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Pupil Discipline Committee of the Governing Body.

Appendix 1

WEATHERHEAD HIGH SCHOOL - DISPOSAL OF CONFISCATED ITEMS

Name of student(s) who provided the item(s) for disposal _____ Form _____

Item for disposal _____ Date of receipt _____

Method of disposal _____ Date of disposal _____

Staff members who witnessed disposal _____

Signatures of staff who witnessed disposal _____

OTHER NOTES – FULL NOTE OF PROCEDURES FOLLOWED RESPONSES FROM CHILD/CARER

WEATHERHEAD HIGH SCHOOL - DISPOSAL OF CONFISCATED ITEMS

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Staff members who witnessed disposal _____

Signatures of staff who witnessed disposal _____

OTHER NOTES – FULL NOTE OF PROCEDURES FOLLOWED RESPONSES FROM CHILD/CARER

Appendix 2

Response to drug and alcohol misuse at Weatherhead High School

Internal protocol

The supplying of drugs	<p>This will lead to an exclusion.</p> <p>Our definition of supplying is providing illegal substances to others. Additionally any person carrying large amounts of banned substances would also put themselves at risk of permanent exclusion.</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If on the balance of probability the person is believed to be supplying we will exclude permanently based on the need to ensure the safety of other pupils. If the issue is possession then see below.</p>
Under the influence of drugs	<p>This will lead to an exclusion.</p> <p>Students who use illegal substances and then present themselves on school premises will be permanently excluded. The basis of the decision will be made using the detailed signs and symptoms of substance abuse listed below. Any student challenged will have the opportunity to undertake an oral drug test to demonstrate that no drugs are being used.</p> <p>If the student declines to provide a test then we will proceed according to what we believe to be the case on the balance of probability.</p>
In possession of drugs	<p>In the first instance this will lead to a fixed-term exclusion.</p> <ul style="list-style-type: none">• Drugs will be confiscated.• Police will be informed.• Support will be offered. <p>In addition to the standard letter, an additional letter will be sent confirming that a 2nd drug related incident on school site will result in permanent exclusion.</p>

	<p>If there is a 2nd episode of possessing drugs, then permanent exclusion with result.</p>
<p>Alcohol</p>	<p>Drinking on site/being on site in the school day following drinking/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. will result in a fixed term exclusion of 4 days.</p> <p>If we believe that a student has been drinking we will proceed on the basis of the evidence we have. We will offer the opportunity to the student to take an oral breath test to demonstrate that they have not been drinking. If the student declines to provide a breath test, then we will proceed accordingly to what we believe to be the case.</p> <p>In addition to the standard fixed term exclusion letter, an additional letter will be sent confirming that a 2nd incident on school site will result in permanent exclusion.</p>