



GENEVA ENGLISH
SCHOOL

DRUGS, ALCOHOL AND TOBACCO POLICY

INTRODUCTION

Geneva English School fosters co-operation within the school community to promote the health and safety of all its members and will take appropriate action to safeguard their wellbeing. Refer to the [Health and Safety Policy](#).

AIMS

Young people face ever-growing pressures to use or experiment with controlled drugs, alcohol, tobacco and other substances. We aim to do all we can to reduce these pressures, to educate children about the risk of involvement with drugs and to maintain an environment free from drugs and other harmful substances, and from the temptation to use them. The responsibility for the education of our pupils in this area is shared with parents and effective communication and cooperation is essential to the implementation of the School's policy. It is hoped that parents will share concerns with the School should they believe their child is involved in using drugs.

We aim:

- To enable pupils to make healthy, well-informed choices by increasing knowledge at an age-appropriate level, challenging attitudes and misconceptions, and developing in pupils the moral courage to reject those parts of youth culture that may be harmful to their health, welfare and future opportunities
- To ensure compliance with criminal law and to educate our pupils to have respect for the law
- To maintain the integrity of the school community, to reflect the wishes of parents, and to provide support and counselling for those who may otherwise be tempted to experiment with drugs
- To provide a firm disciplinary framework for dealing with pupils who bring drugs into school and use or tempt others to use them either within or outside school premises.
Pupils involved in drugs in this way are liable to permanent exclusion from the School.
- To provide accurate, information about drugs, alcohol, tobacco and substance use
- To increase understanding about the implications and possible consequences of their use and misuse
- To widen the pupils' understanding about related health and social issues
- To enable pupils to identify sources of appropriate personal support
- To actively discourage the use of illegal and harmful substances and to treat cases of drug usage by pupils as serious misconduct

Parents are asked to give their full support to these aims.

EDUCATION

These aims are fulfilled primarily by our PSHCE programme in a way that is appropriate to the pupil's age and level of development, and reinforced in other parts of the curriculum. Where there is felt to be an immediate and/or specific need, relevant issues will be discussed during PSHCE lessons, and/or professional guidance sought to educate the pupils.

ALCOHOL

Children are taught about the effects of alcohol on health and its social implications in PSHCE lessons. Consumption of alcohol at any time and in any circumstances is forbidden. The unauthorised possession of any alcoholic drink is also forbidden.

SMOKING

Pupils are forbidden to smoke cigarettes and other tobacco products. The effects on health of smoking are taught and discussed as part of the PSHCE programme. Geneva English School operates a 'no smoking on site' policy during term time.

SCOPE OF THIS POLICY

This policy applies at all times when a pupil is in the care of the School. It also applies to complaints or other incidents in or out of school where an individual pupil or the reputation of the School is affected, for example when one pupil is found to have offered drugs or other substances to another.

INVOLVEMENT OF PARENTS

Parents will be kept informed of any changes or developments to the School's programme of drugs education. Parents will be invited to the School on certain occasions to discuss issues related to adolescence and youth culture. Parents are encouraged to contact the School if they believe that their child may have been offered or in any way be involved with drugs.

If parents attending school premises appear to be under the influence of drugs or alcohol, they will be asked to leave. The member of staff making the request should refer the matter to the DSL (Deputy Head) or to one of the Deputy DSLs. If a member of staff suspects that a parent has driven or will drive while under the influence of drugs or alcohol, the member of staff should report the matter to the Head or to another member of the SLT, who may telephone the Police. If the School has reason to believe that a child is in immediate risk of harm from a parent who is under the influence of drugs or alcohol, the child will not be released into the care of the parent until appropriate measures have been taken. These may include involving another member of the family, Children's Services (SSEJ) or the Police.

INDIVIDUAL PUPILS

Help and support will be provided to any pupil genuinely seeking it. However, confidentiality will not be provided to any pupil who discloses that he/she is taking drugs. A pupil coming forward with a drugs problem will receive help but will also be required to undertake a programme of regular drugs testing if he/she wishes to remain at the School and receive its support.

INVESTIGATION

The School will investigate any rumour about involvement with drugs or harmful substances. The investigation may involve segregating a pupil for no longer than necessary, asking him/her questions, asking him/her to give a written statement, searching his/her belongings, taking

possession of property for analysis, and/or asking the pupil to provide a urine sample under appropriate supervision. For the benefit of the pupil and his/her parents, the investigation will be conducted fairly and within as short a timescale as possible. The pupil will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied. Interviews will normally be conducted by the Deputy Head (GES Primary) or Assistant Head (GES Secondary) in the presence of the pupil's class teacher/tutor. Sources of information will not normally be disclosed. Parents will be informed as soon as is practicable and, if available, may come to the school to accompany their child and be present during the investigation.

SEARCHES

Before any search is undertaken, consent will usually be sought from parents, or from the pupil if he/she is of sufficient maturity and understanding. The Deputy Head/Assistant Head will determine whether or not the pupil is able to provide this consent and may request the additional opinion of another member of the SLT. If the pupil refuses, he/she will be asked to say why he has refused. The School will be entitled to draw inferences from the pupil's responses and behaviour, and the Police may be informed. If a parent refuses consent, the School may draw inferences from the parent's general demeanour, and the Police may be informed.

If the Head and Deputy Head/Assistant Head have reasonable grounds for suspecting that a pupil has a prohibited item in his/her possession, they may authorise a search of a pupil or his/her possessions without seeking or obtaining consent.

If members of staff believe that a pupil possesses drugs or other harmful substances, it may be appropriate for him/her to carry out a search of outer clothing and/or a search of school property (e.g. a pupil's locker) and/or a search of personal property (e.g. a bag or pencil case).

Searches will always be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or his possessions will be carried out in the presence of the pupil and of another member of staff.

Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil.

Where the Head, Deputy Head, Assistant Head, or other staff authorised by the Headmaster, find anything which they have reasonable grounds to suspect is a prohibited item, they may seize, retain and/or dispose of that item.

Where the pupil declines to allow a search of his/her belongings, this will be taken into account in any subsequent disciplinary procedure.

POLICE INVOLVEMENT

If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the Police as soon as reasonably practicable. In all other cases, the school may decide to request the involvement of the police from the outset. If the Police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the Police may elect to investigate using their own procedures or may pass the matter back to the school to investigate.

The School may use its discretion to decide whether police involvement is appropriate.

TESTING FOR ILLEGAL DRUGS

If, outside the context of confidential counselling, the Head forms a reasonable suspicion that a pupil has been involved with illegal drugs, the pupil may be asked to provide a urine sample under appropriate supervision (i.e. medical supervision with a member of school staff present) at the school premises or at an external laboratory.

The relevant consent to a drugs test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided he is of sufficient maturity and understanding and gives his informed consent in writing. The Head will determine whether or not the pupil is able to provide this consent and may request the additional opinion of another member of the SLT.

Reasonable endeavours will be made, before a urine sample is taken, to notify a parent, or guardian of the requirement for a urine sample and the reasons for that requirement.

Testing procedures will be in accordance with current good practice:

- Care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated
- The urine sample will be poured into two clean sample bottles, which will be sealed and labelled immediately in the pupil's presence. The bottles will then be placed in an appropriate envelope.
- A medically qualified person will organise the paperwork. The donor will be asked to sign various seals and documents, which confirm that the specimens are his/hers. The donor will also be asked to sign a form, which signifies that he/she has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Head.
- The forms and one sample will then be sent immediately and securely for analysis.

Inferences may be drawn from a refusal of a test in these circumstances and may result in the pupil being required to leave the school community forthwith and/or the Police being informed.

The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

DEFINITIONS

- "*Drugs*" means controlled drugs including cannabis, Temazepam, LSD, cocaine, amphetamines, ecstasy and heroin and includes both illegal drugs and those that are legal when present in medicinal products of low strength (and which may be obtained with or without a prescription).
- "*Involvement with illegal drugs*" includes possession, use, supplying and dealing with controlled drugs or substances resembling controlled drugs.
- "*Substances*" means all controlled drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a pupil.
- "*Reasonable suspicion*" means a suspicion based on a cogent reason stated by the Headmaster.
- "*Satisfied*" means "more likely than not" in the opinion of the Head.

DISCIPLINARY PROCEDURE FOLLOWING MISUSE OF DRUGS

The School will consider each substance incident individually and recognises that a variety of responses will be necessary to deal with incidents.

The School will take temporary possession of a substance that is or is suspected to be an illegal drug to protect the pupil from harm and from committing the offence of possession. School staff will not attempt to analyse or taste an unidentified substance. The substance will be handed over to the Police, who will be able to identify whether it is an illegal drug.

Appropriate counselling and support will be available to those pupils perceived to be at risk.

Where a pupil discloses to a member of staff (including the School Counsellor) that he/she is taking drugs, the member of staff should make clear to the pupil that the information will be shared with the Head and/or Deputy Head/Assistant Head. Given the seriousness of substance misuse, the pupil will be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

SUPPLY OR DEALING IN DRUGS

Pupils who sell illegal drugs, possess them with intent to supply, distribute them, or encourage others to use them, whether on or off school premises while under school auspices, will be expelled.

OTHER INVOLVEMENT

In every other case where the Head is satisfied that there has been involvement in illegal drugs on or off school premises while under school auspices, or where a pupil has tested positively to illegal drugs, the pupil will normally be required to leave the school as the health and safety of other pupils is directly at risk. Alternative sanctions, depending on all the circumstances, including the pupil's degree of involvement and at the discretion of the Head after consultation with the Chair of Governors, may include a suspension.

DRUG TESTING

As an alternative to expulsion, in cases that do not involve supply or encouragement to others to use illegal drugs, the Head in his sole discretion, after consultation with the Chair of Governors, may permit the pupil to remain at school subject to a regime of testing without suspicion at intervals during the following two years. Both parents and pupils to whom the regime is offered would be required to sign consent forms describing the way in which the regime would operate. A pupil testing positive to drugs while on this regime would be expelled immediately. All records of drug testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the School.

REVIEW PROCEDURE

A decision to expel or require a pupil to leave will be subject to review by a panel of governors upon written request made by the parents in accordance with the Appeal Procedure (see [Behaviour and Discipline Policies](#)).

MONITORING

This policy will be reviewed:

- Following any serious incident involving pupils and drugs;
- Following the issue of any new guidance from the Department for Education (DfE);
- On request from the Board of Governors; and
- In any event, every year.

Author: Tim Meunier, Head
Approved by the Board of Governors: March 2017
Updated: August 2018
Review date: July 2019