

KILGRASTON

POLICY CONCERNING DANGEROUS AND ILLEGAL SUBSTANCES

BACKGROUND

This policy was originally drawn up in October 1999 and confirmed at the Board of Governors Meeting, reviewed in June 2008 and updated in November 2011 and again in 2016.

RATIONALE

This policy was agreed in order to:

- fulfil the school's responsibility under the current legislation.
- create a safe and healthy environment for all members of the school.
- encourage pupils to take a responsible attitude.
- prevent misuse of potentially harmful substances in school.
- Promote supportive care of anyone damaged by misuse of such substances.

POLICY STATEMENT

It is the policy of the school that it identifies and categorises dangerous and illegal substances as follows:

- 1) Illegal substances: substances that come within the categories of the DRUGS ACT 2005. To include legal highs
- 2) Commonly abused substances: medical and therapeutic preparations on prescription of over the counter when used for purposes other than medical.
- 3) Solvents: aerosol propellants, erasing fluid, glue etc.
- 4) Cigarettes and tobacco products to include e-cigarettes.
- 5) Alcohol

It is the policy of the school that the misuse of illegal or commonly abused medical preparations and solvents is unacceptable in school. It is also unacceptable to bring onto the school premises, to exchange, pass on or sell such substances. It is also unacceptable to take such action out of school in any way, which affects the reputation of the school or the performance of the user's function in school or which is detrimental to another member of the school community. At the Headmistress's discretion, such action may result, for pupils, in permanent exclusion from the school and, for staff, in dismissal on grounds of misconduct. In the event of such action every effort should be made to provide the person concerned with appropriate support.

It is the policy of the school that smoking or other use of tobacco including e-cigarettes is not permitted at Kilgraston Summer School for pupils and for staff.

It is the policy of Kilgraston Summer School that the use of alcohol by all pupils is prohibited.

It is the School's policy that use of any of the above-mentioned dangerous and illegal substances is prohibited.

Implementation

- ❖ 'school' and 'premises' implies the grounds and buildings
- ❖ 'using' implies being in possession of, buying or being in the company of someone using any of the substances covered.
- ❖ the following also constitute misuse in school:
 - smoking, drinking or misusing solvents or substances while out of school under the school's care
 - returning to school under the influence of any of the substances concerned.
 - misusing any of the substances concerned while out of school at any time, in a way which could affect the reputation of the school

Preventative measures and procedures

The following measures are taken in school: -

- The school makes it clear in the school regulations that cigarettes, alcohol, solvents and illegal and dangerous substances are prohibited.
- School regulations make clear the sanctions in use in each case.
- A non-smoking policy for staff is in operation.
- Agencies within and out with the school help to enforce this policy.
- The school counsellor – Listening service ROWAN is available to help girls.
- Incidents concerning any kind of substance abuse should be reported immediately to the Summer School Course Director, Welfare Manager or senior member of staff at the time, and as soon as possible to the pupils' teachers and residential team.
- Information sessions are offered to parents and staff.

ACTIONS AND SANCTIONS

A Illegal and other dangerous substances

- Immediate suspension and investigation
- Immediate contact with parents
- In the case of possession of or passing on an illegal substance, Possible reporting to the police
- Permanent or temporary exclusion from the school depending on the circumstances and at the Course Director's discretion.

B Solvents

- Suspension at Course Director's discretion
- A period of 'gating' during which time rehabilitation will be undertaken.
- Correspondence with parents at the Course Director's discretion warning that a repeated offence could result in suspension or permanent exclusion from school.

C Cigarettes

- Possible suspension at Course Director's discretion
- Correspondence with parents at the Course Director's discretion warning that a repeated offence could result in suspension or permanent exclusion from school.
- Interview with Course Director and Welfare Manager.

D Alcohol

- Possible suspension at Course Director's discretion
- 'Gating' for a period of time at the Course Director's discretion.
- Correspondence with parents at the Course Director's discretion warning that a repeated offence could result in suspension or permanent exclusion from school.
- Interview with Course Director and Welfare Manager.

As the last three abuses are commonly committed as group activities, the group should be helped to understand the seriousness and danger of the activity through supervised projects and discussions with residential staff and the Welfare Manager.

INFORMATION

Information on commonly abused substances, their legal implications, effects, recognition and causes of abuse are attached. All staff should be aware of this information. A procedure for dealing with serious incidents is also available. (see Appendix I)

NATIONAL HELPLINES AND LOCAL SERVICES

Know the Score 08005875879 - knowthescore.info

Scotland Against Drugs - scotlandagainstdrugs.org.uk

Drinkaware – www.drinkaware.co.uk

NHS inform

www.nhsinform.co.uk/health-zones/alcohol.aspx

Talk About Alcohol

www.talkaboutalcohol.com

Parentline Plus

www.familylives.org.uk

Teenage Health Freak – www.teenagehealthfreak.org

Ash Scotland - ashscotland.org.uk

Alcohol Focus Scotland - alcohol-focus-scotland.org.uk

National Drug Helpline for confidential counselling - talktofrank.com 0800776600

NHS Tayside

Policy Review Record

Person responsible - Head of Pastoral Care

Date	Action	Responsibility
July 08	New rewards and sanction spolicy	VS
June 09	Reviewed by Governors	AJ

Nov 11	Policy reviewed	JW
Feb 16	Policy reviewed and updated	GMcF
Nov 17	Annual Review	GMcF
Sept 18	Annual Review	GMcF
March 20	Annual Review	SM
Sept 20	Updated for Summer School	DD

APPENDIX I

DRUGS PROCEDURE IN CASE OF A DRUG RELATED INCIDENT

“In this paper, an illegal substance is one which comes within the categories in the Misuse of Drugs Act 1971”.

The school may find itself in the situation where a young person

- is in the possession of an illegal substance in school
- is suspected of being in possession of an illegal substance in school
- is suspected of being under the influence of an illegal substance in school

The school has a legal obligation to report to the police any pupil using, handing on, or bringing into school any illegal substance.

- 1) If a pupil is suspected of a drug incident, it should be dealt with immediately.
- 2) The Principal should be informed immediately.
- 3) In the presence of a witness, the drug should be handed over to the member of staff, and pupil and drug should be taken to the Principal.
- 4) If possible, the Principal will have the support of a second member of staff. This would probably be one of the Senior Management Team.
- 5) As the suspected drugs incident may result in court proceedings, the Principal or member of staff present should keep a written record.
- 6) The parents should be contacted and advised of the nature of the incident; it is the school's legal obligation to inform the police.
- 7) If the parent could not be reached, the guardian would be informed.
- 8) The parents should be asked to come to school, or in the event of being abroad, who they would like the school to contact.
- 9) Legally, it is not necessary to inform the parents of a person over 16.
- 10) The police should be informed as soon as possible.
- 11) It is important that the pupil is supervised, at all times, to avoid an opportunity to destroy or pass on evidence and prevent harm to pupil
 - * Supervision should be in a private room, with easy access to the Principal's office
 - * If more than one pupil is involved they should be kept separate.
- 12) Every effort should be made to keep the girl calm, but only reasonable steps should be taken to detain the pupil. Other staff should be on hand to assist (see Child Protection Policy – Restraint).
- 13) A pupil causing concern with her health because of drugs, may have to be moved to the Infirmary in the first instance.
- 14) Any interview with the Principal about the incident should be in the presence of another member of the Senior Management Team if possible and a record of the interview should be made.
- 15) In the case of a non-residential pupil, they may have to be detained after the end of the day. Their parents should be informed.
- 16) A pupil of 16 and above has different legal rights from a pupil under 16. The police, however, have a legal right to interview a pupil whether under the age of 8 or above, but cannot bring charges against a child under the age of 8.
- 17) If a pupil had to be interviewed, and parents or guardian cannot be present, the Principal and another member of staff should be present during the interview.
- 18) If the police require to search the pupil on the premises, this must be carried out in the presence of the parent or guardian and/or Principal.
- 19) At all times the pupil should be given any help they require (within the law) and treated with dignity and kindness.
- 20) If the police wish to search the pupil's room they should be accompanied by a member of staff.
- 20) If possible, the Principal will try and keep the pupil on the premises, but in very serious incidents, the police may wish to take her away. If the parents have not arrived, and the police will not wait, the pupil should be accompanied by a member of staff.
- 21) **Disciplinary action - any pupil suspected of possessing, using or handing on drugs will be suspended**

while investigations take place. Each case should be dealt with on an individual basis.

After the Incident

- 1) Staff should be kept up to date about the incident, although this should be at a confidential level.
- 2) Pupils should be helped, especially friends/peer group/residential area. This would be done in a variety of ways.
- 3) The Principal and Governors would decide whether to write to all parents, or some parents:
This would depend on the nature of the incident.
The pupil(s) would not be named
- 4) If the school is approached by the press, they should be directly referred to the Principal, who should be the only person to respond.