



# Heathside School

## Drug and Substance Misuse Policy

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**Staff Member with Responsibility:** Ms Alison Shakespeare, Vice Principal

**Reviewed by:** Student Learning & Progress

**Reviewed Date:** Spring 2017

**Next Review Due:** Spring 2020

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This school has an extremely clear policy for dealing with students caught in possession of or handling or misusing the following substances:

- a. cigarettes or any tobacco based products
- b. alcohol
- c. prohibited or illegal drugs
- d. solvents or similar substances

In order to make the whole school community aware of this policy, an assembly is held early in each new school year specifically to spell out the consequences to students who are tempted to handle or use any of the above substances.

Key messages will be further supported by inclusion within the PSHE curriculum. The school also uses external speakers where possible as part of its Drugs Education programme. In some cases young people requiring additional support, may be referred to outside agencies such as Catch 22 (Surrey Young People's Substance Misuse Service).

Parents will also be reminded of school policy by a special note included in one of the early newsletters sent home.

Any transgression of the school's policy by students will result in the following action:

1. If applicable, the substance will be confiscated and locked in the school safe. This action must be witnessed by at least one other member of staff.
2. If the substance is cigarettes or other tobacco based product, parents will be contacted and an appropriate sanction issued. If the offence is repeated the student or students will enter the staged disciplinary procedure or go up a stage, if already on it.
3. If the substance is an illegal drug, or there is a suspicion of selling it or supplying it to others within the school, or when travelling to or from school, the police will be immediately informed.

4. Parents will be informed immediately by telephone if at all possible
5. If the student involved is intoxicated or otherwise showing signs of distress as a result of misuse of a substance, the situation will be assessed and senior staff will make an appropriate recommendation to the Principal. If necessary an ambulance will be called.
6. If appropriate, the student will be interviewed. There must be a minimum of two members of staff present during such interview and comprehensive notes must be made.

Depending upon the circumstances and the severity of the offence, involving alcohol or illegal substances, the student is likely to be dealt with as follows:

- I. The student may be sent home and excluded from school for a period whilst the school review the case and decide upon a course of action.
- II. The student will almost certainly be placed on the disciplinary staged procedure at level 4 or above.
- III. In the case of dealing or bringing illegal substances into school, the student will be placed on stage 6 of the disciplinary procedure (implementation of permanent exclusion).