



# ALOHA COLLEGE

## Drugs Policy and Procedure

<b>Policy Leaders:</b>	<b>Checked by:</b>	<b>Authorised by:</b>
Principal – Elizabeth Batchelor	Human Resources Officer – Maria Gálvez	Chair of Board – Rosa Gómez

### Distribution List

✓	1	Board of Governors
✓	2	Headteachers
✓	3	Academic Team
✓	4	Pastoral Team
✓	5	Administrative Staff
✓	6	Support staff
✓	7	Parents

*Reviewed: June 2018*



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Aloha College has a clear and unequivocal policy on illegal substances and alcohol, either in regards to usage or possession within the School environment:

- Students caught with drugs, inappropriate substances or on the School campus will be permanently excluded.

### **Ethos of the school**

Aloha College actively seeks to provide an environment where all members of the community are safe from harm. As such, the school takes a robust approach to any individual or group that violates our behaviour, drugs or anti-bullying policies.

This is a school where human rights are respected; as such the responsibility to maintain high standards of behaviour lies with all members of Aloha College. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exists.

This policy is under continuous review by the Management and the Board of Trustees because of the changing drugs scene both locally and globally.



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### Definition of a drug

A drug is a substance that affects the way in which the body functions physically, emotionally or mentally. For purposes of this policy, by 'drugs' we are referring to illegal substances and also legal substances such as: alcohol, tobacco, volatile substances, over the counter or prescription medicines and legal highs. By Drugs Paraphernalia we mean items such as cannabis grinders, rolling papers, filters, matches, lighters and pipes etc. It is our aim to help all students to be able to take their place safely in a world where a wide range of drugs exist.

### Drugs on school premises

The legal definition of school premises includes everything within the property boundaries including buildings, outbuildings, playgrounds, Astroturf and also extends to include other settings such as vehicles, marquees or any other venue managed by the school at the time e.g. school party. The same policy applies to all educational visits, trips or residentials.

- **Medicines**

The school has a policy/procedure for the administration of medicines that must be followed for everyone's safety. Please refer to our Medical Conditions Policy.

- **Alcohol**

No alcohol may be brought on to school premises or consumed during the course of a school day. Any adult or student, parents, carers and visitors under the effects of alcohol will be asked to leave the premises. Parents will be asked to remove their children from the school and will be encouraged to seek immediate medical support.

Events held outside of school hours i.e. school productions may include the sale of alcohol for adults. Any adult who does not act responsibly will be asked to leave the premises.

- **Smoking**

School premises are a no smoking site at all times. Students are not permitted to bring to school smoking materials, including matches and lighters. In the interests of health and safety, should a student be found in possession of any of these on school premises, they will be confiscated and parents informed. Smoking on the school premises will result in a Fixed Term Exclusion. This also applies to "vaping" and the use of electronic cigarettes.

- **Illegal drugs and legal highs**

No illegal drugs, legal highs or Drugs Paraphernalia are allowed to be brought on to, or used on school premises. Bringing any such items onto school premises is considered a serious breach of this drugs policy. Seeking to influence or glamorise illegal drug use or the use of legal highs either in person on school premises or via social networking sites is also considered a serious breach of this drugs policy.

- **Solvents**

The school will ensure that potentially hazardous substances it authorises are stored safely, and students will be supervised if it is necessary that they come into contact with them in the course of their work. Students are not permitted to be in possession of solvents. Bringing solvents or hazardous substances onto school premises is considered a serious breach of this drugs policy.



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### Responses to drug related incidents

A drug incident may be any of the following:

- Finding drugs, or related paraphernalia, on school premises.
- Individuals disclosing information about their drug use.
- Glamorising or encouraging the use of drugs and other substances.

Any response to drug related incidents needs to balance the needs of the individual student concerned with the wider school community.

A fixed term exclusion from school is an automatic response to a drug incident.

Permanent exclusion is considered in all cases where:

- Students are caught in possession of drugs on school premises.

Louise Verinder, member of the SLT and Head of Pastoral Care, is responsible for coordinating the management of drug-related incidents, offering sources of support and liaising with outside agencies. Incidents will be dealt with after making an assessment of the situation and will be reported to the Headteacher and Principal. All incidents and responses will be recorded within 24 hours.

Appropriate support will be offered to those with substance related problems. Talking with an individual about a drug related incident will have as its purpose to confirm or reject suspicions or allegations, rather than conduct a wider investigation.

### Drug Misuse outside the school premises

Sanctions on a student for misusing drugs outside schools when students are:

- taking part in any school-organised or school-related activity or
- travelling to or from school.

The school may also impose sanctions on a student for misusing drugs at any time, whether or not the conditions above apply, if the misuse:

- could have repercussions for the orderly running of the school or
- poses a threat to another student or member of the public or
- could adversely affect the reputation of the school.

### Individuals in possession of drugs

If any student on school premises is found in possession of an unauthorised substance it will be confiscated. If the substance is suspected to be illegal, parents will be informed (unless for safeguarding reasons this is not in the best interests of the student). The Principal will present the case to the Board of Trustees who will ratify or not a permanent exclusion.

### Confidentiality

Aloha College will always seek to work with parents and carers when information or allegations of drug use are made. There may be occasions when, for safeguarding reasons, this may not be appropriate.



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Complete confidentiality can never be promised to a student. In particular if a student chooses to disclose that they are using a drug without medical authorisation, this information will not be used against them. However, action will be taken to try to ensure the student comes to no serious harm if this is considered a risk. Regarding disclosures staff will follow the advice given in the Child Protection policy, and at the annual safeguarding training.

### **Support for students**

At Aloha College the welfare of the pupils is paramount and intervention will be made if the school feels a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or the involvement of their parents'/carers'. Such interventions may include:

- Support and advice in school (Pastoral Care)
- Referral to specialist outside agencies for support
- Involvement of the Police

### **Staff training and support**

We recognise the need for staff to receive appropriate training to support their work in delivering the school programme of drug education and dealing appropriately with incidents should they arise.

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### Annex 1

Banned Items:

- Correction fluid, e.g. Tipp-Ex
- Glass bottles
- All knives, air guns, firework, and any other potentially offensive weapons
- All smoking materials, including e-cigarettes
- All substances/materials open to abuse/misuse (i.e. drugs, solvents, other hazardous substances)
- All alcoholic drinks
- Sums of money over 20€ in cash form
- Chewing gum
- Laser pens.