



### Introduction

This policy should be read in conjunction with the school's Behaviour and Discipline Policy, which refers under 'Category 3 offences' to the 'possession and/or misuse of tobacco, alcohol, drugs and legal highs'. In accordance with that policy, any substance misuse is a serious breach of discipline that may merit suspension or exclusion.

Wellington School is committed to a programme of education on the dangers of substance misuse through the PSE programme and the appropriate training of pastoral staff.

This policy will be followed where a pupil is involved in any of the following activities being carried out in school, on school activities, on school-related activities, when in school uniform or in any situation, in or out of school, that involves other Wellington pupils or when the reputation of the school may be adversely affected. The policy will be followed if a pupil:

- Is in possession of an illegal substance.
- Is suspected of being in possession of an illegal substance.
- Is suspected of being under the influence of an illegal substance in school or whilst participating in any school activity.
- Is suspected of buying or selling illegal drugs.
- Is suspected of being involved in the supply of illegal drugs.
- Is in possession of any articles associated with the use or misuse of drugs.

### Aims

The aims of this policy are:

- To ensure that pupils at the school can work and grow up in a drug free environment.
- To ensure pupils have an understanding of substance misuse issues in terms of both health and the law.
- To ensure that the school does its best to protect members of the school community from the dangers associated with the use and abuse of substances, including illegal drugs, 'legal highs', prescription drugs, solvents, alcohol and tobacco.

### Pupil Wellbeing

If it is suspected that a pupil has consumed any substance, medical advice should be sought. If in addition the pupil presents as unwell, then a member of staff should call 999 for advice. **The wellbeing of pupils is paramount at all times.**

### Investigating Incidents

Any incident involving drugs or the suspicion of drug-related activity should be investigated without unreasonable delay. Parents will generally be contacted prior to any interview and asked to attend immediately. Whilst pupils aged 16 and over may request that parents are not contacted immediately, the school has a contract with parents and is obliged to inform them of a serious disciplinary breach resulting in suspension or exclusion. In addition, for pupils of ages 16 - 18 parents are there for guidance.

Pending interview, the pupil should be supervised at all times, where possible. His or her belongings and jacket/coat should be kept securely and the use of a mobile phone, tablet, laptop or other communication device should not be permitted.

In any interview that does not involve the police, the interviewer should have the support of a colleague, who is present for corroboration purposes and in order to write notes of the proceedings.

In the case of incidents that may involve more than one pupil, reasonable efforts should be taken to reduce the chance of collusion. Pupils may be asked to provide evidence to demonstrate that they have not communicated with any other person in such a way as to hinder an investigation.

If necessary, a pupil may be detained after the end of the school day.

### Contacting the Police

The school will not conclude any investigation into the possession or supply of illegal substances without contacting the police and informing them of the incident. Any instruction, advice or support offered by the police will be followed.

If illegal drugs are found on the school premises, the police will be informed immediately and asked to attend. Thereafter, the school will act in accordance with the advice given by the police. The police, however, should be dissuaded from questioning the pupil until his or her parents have arrived, except in the situation where a pupil aged 16 or above has not consented to his or her parents being contacted.

If parents are not available, a member of the Senior Management Team or the relevant Head of Year should be in attendance if the police wish to interview a pupil.

### Considering a Possible Exclusion

The school may exclude any pupil found to be involved in the possession, misuse or supply of illegal drugs, 'legal highs', tobacco or alcohol. Each case, however, will be judged on its merits. Before arriving at a decision, the school will take into account the information listed below. For sufficiently serious disciplinary breaches, however, these factors may not apply and it will be appropriate to exclude a pupil for a single offence.

The factors listed below may be taken into account when considering exclusion.

- The nature of the offence.
- Details of the incident that has given rise to an investigation, together with any related incidents, past or present.
- The previous disciplinary record of the pupil.
- The age and educational stage of the pupil.
- The pupil's honesty, willingness to cooperate with investigations, remorse and commitment to reform.
- Parental support of the school's approach.

### Support for Pupils and Parents

Any case involving the misuse of substances and/or illegal drugs is likely to be very traumatic for the whole family. The appropriate school staff should aim to be helpful in directing the family to relevant support agencies, or in providing direct help.

The police generally offer help and support both to those involved in incidents involving illegal drugs and to their parents. Pupils and parents should be encouraged to accept this support. This may be a requirement in the case of a pupil who is permitted to remain at the school.