



## Drugs and drugs testing policy

### 1. Introduction

- 1.1 For the purpose of this document 'drugs' refer to controlled substances including those previously known as 'legal highs' which produce a hallucinogenic effect. 'Legal highs' became illegal on May 26 2016, under the Psychoactive Substances Act.
- 1.2 This paper is written for HMs, staff, parents and pupils to clarify the procedures followed in the event of a pupil needing to be tested to determine the presence or absence of drugs within their bodily system.
- 1.3 This document must be read in conjunction with the statements already extant in the Staff and Pupil Handbooks and the School Policy on Alcohol, Smoking and Vaping. Reference must also be made to the Standard Terms and Conditions of Haileybury where parents accept that the School may use an approved system to test pupils for the presence of drugs.
- 1.4 Taking illegal drugs is wrong because it is against the law, it is likely to impact negatively upon a person's mental and physical wellbeing and compromise that person's safety. Additionally, the use of drugs may well have further damaging consequences including exposing other pupils to risk and temptation, the possibility of criminal proceedings and the undermining of the integrity and reputation of the School.
- 1.5 It is the policy of Haileybury that drug-related issues are tackled in an open and responsible way and that the use of drugs is actively discouraged. There is a programme of education directed towards enabling pupils to make informed and responsible choices on this issue, delivered through PHSE, tutorial and biology courses and supplemented with visits by specialists from outside the School.
- 1.6 Where a pupil has been suspended from school for a drug-related offence, he/she will also be offered additional support including from the Health Centre staff, School Counsellor, School Doctor, School Chaplain and the Pastoral Team. Any pupil who may have concerns about drug-related matters can access support from the staff mentioned above. Support will be available to any pupil for as long as is needed.

### 2. Protocol, rationale and procedure for administering a drugs test to a pupil

#### 2.1 Rationale

Haileybury has a duty of care over its pupils, the vast majority of whom want nothing to do with drugs. The School must take all reasonable steps to ensure the health, wellbeing and safety of all members of its community. In addition:

- Any pupil who takes an illegal drug is risking their personal health and wellbeing as well as breaking the law.
- If any pupils feel they can misuse drugs with impunity, it is possible that they will lead other young and impressionable pupils to follow suit. It is important that there is a clearly understood system for testing pupils and that the possible sanctions are known to all.
- Drug abuse is an area where evidence shows that people tend to be dishonest about their activities. The use of a drugs testing system helps establish whether a pupil is or is not taking drugs and so allows the School to support its educational aims.
- Haileybury undertakes targeted drugs testing, as outlined below. It also reserves the right to randomly drugs test pupils. These approaches are designed to assist pupils to avoid or cease the use of illegal drugs.

#### 2.2 Suspicion of drug taking

Short term signs of drugs taking might include bloodshot eyes, slurred speech, impaired co-ordination or unusual smells on the breath or clothing. If a member of staff suspects that a pupil has taken an illegal substance the safety of that pupils must be their first concern. Procedures:

- Ask the pupil if they have taken any substance (including prescribed medication).
- Contact their HM or another member of house staff.
- Secure their room and possessions to preserve evidence for a room search (see the School policy on [Searching](#)). If it is a shared room a member of staff may need to supervise their area.
- Take the pupil to the Health Centre to be checked.
- The HM, AHM or Resident Tutor must ask the Proctor or Deputy Master for authority to conduct a room search and to notify them of the situation.

- A room search must be conducted by two members of staff (which can include matron) with the pupil in attendance if possible (see the School policy on [Searching](#)).

### 2.3 Occasions where a pupil may be drugs tested

#### a. Targeted drugs testing

A pupil can be drugs tested when a member of staff has reason to be concerned that a pupil may be using illegal drugs. Examples of the type of circumstances in which such concern might arise are:

- Suspicions are raised by members of staff or others within the community that the pupil might have been using illegal drugs (see above).
- an alteration in a pupil's behaviour or work pattern
- possession of drug-related paraphernalia
- Pupil use of an e-cigarette, shisha pen or refill liquids.

If for one of these, or any other reason, a member of staff has genuine grounds for concern, he or she may suggest to the Proctor or to the Deputy Master that a drugs test might be administered. If the Proctor or Deputy Master accepts that there are genuine grounds for concern, he or she will initiate an investigation. The pupil in question will be provided with support whilst the investigation is underway. The Proctor and Deputy Master will liaise with the relevant HM throughout the course of the investigation. Once the investigation is completed, a decision will be made by the Master as to whether a test must take place and, if so, when.

#### b. Pupil initiated tests

As stated in the Staff and Pupil Handbooks, any pupil may request to take a drugs test in order to demonstrate that they have not been involved in the use of illegal drugs. An example of such a circumstance may be when a pupil who wishes to assert his or her innocence in a drug-related incident may ask to take a drug test. In all cases when a pupil asks to take a test, a drugs test may be administered as soon as approval has been gained from the Deputy Master or the Proctor.

#### c. Random tests

The Master reserves the right to initiate the process of pupils being chosen at random to provide samples to be tested for drug usage if he believes that there are reasonable grounds to do so.

### 3. Procedure for administering a drug test to a pupil

- 3.1 Authorisation for a drugs test: Master
- 3.2 Justification: Suspicion of breaking of school rules or law; Pupil on the non-random test list because of previous involvement
- 3.3 Once authorisation has been obtained, the timings and arrangements for conducting the test will be coordinated with the HM concerned.
- 3.4 Haileybury uses an approved sampling test for drugs. In the case of a second sample being required for testing Matrix Diagnostics <http://www.matrixdiagnostics.co.uk/> is used.
- 3.5 Procedure:
  - Pupil located (physically located or phoned and requested return to house).
  - Pupil informed of the drugs test (there must be no prior warning to the pupil).
  - The pupil's mobile phones and other electronic items are to be switched off and handed in prior to a search taking place.
  - Pupil asked to remove outer clothing such as jacket and turn out any pockets; any items confiscated are explained to pupil and put in bag and passed to Deputy Master (or Proctor) as soon as possible. If a pupil refuses, a note of this is to be made.
  - Parents must be notified by the HM that a test has being carried out. However, a drugs test may proceed without parents being informed.

- Testing must take place in the Health Centre, accompanied by a member of the house team and the member of staff running the test.
- Pupil must remain in the Health Centre until they have completed the test satisfactorily
- Pupil must have no access to running water whilst completing the test; they may be given something to drink (it must be finished in the presence of staff).
- On completion of the test the pupil is informed of the outcome.
- Pupil must be offered pastoral support on completion and staff to decide when the pupil must reintegrate into the daily routine.
- If the test is negative (no drugs found) the pupil will remain in the care of the Health Centre or the HM.
- The Deputy Master will discuss the actions to be taken in the follow up to the results of any test (whether a positive for drugs or negative for no drugs) with the Master, Proctor and HM concerned. The HM will then inform the parents of the pupil.

#### **4. Disciplinary sanctions for offences involving illegal drugs**

##### **4.1 Statements of principle**

- Any pupil at Haileybury must understand that, if he/she is involved with illegal drugs, he/she must expect to be dealt with very severely. Irrespective of whether the involvement is during term time or over the holidays, in or away from school, it is viewed as a major breach of school discipline and will be dealt with under the broader disciplinary process.
- The Master reserves the right to permanently exclude any pupil who is found to be involved with drugs, irrespective of the class of drug. This can include the supply of, facilitating the supply of or the taking of drugs, whether in school or out of school and however occasional.
- Pupils found to have been in the presence of anyone who is breaking the rules regarding drugs may receive the same sanction as those who are breaking these rules.

##### **4.2 Disciplinary process**

- Where a drugs test yields a positive result, showing that the pupil has used illegal drugs, the Master will decide on the sanction.
- Parents of the pupil will receive a letter from the Master informing them of the facts, detailing the disciplinary sanctions applied. If the pupil is allowed, after a period of suspension, to return to Haileybury, the letter will detail the procedure for future drugs testing and set out the consequences of a second positive drug test.
- When a pupil tests positive for the use of illegal drugs their parents will be required to pay for the test. Any drug related incident may be referred by Haileybury to the Police.

#### **5. Re-testing**

- 5.1 On return to school from suspension the School Doctor will certify the pupil fit to participate in sport and or activities.
- 5.2 In addition, the pupil will remain on the Drug Testing Register, maintained by the Proctor, and may be tested at any time after the elapse of six weeks from the date of their previous test.
- 5.3 The pupil will be re-tested at regular intervals (approximately every two months) throughout the remainder of their time at Haileybury.
- 5.4 A re-test will not be administered without prior notification in writing from the Master to the Proctor.
- 5.5 As stated previously, where a pupil has been suspended/temporarily excluded from school for a drug-related offence, he/she will also be offered additional support and counselling from the Health Centre staff, School Counsellor, School Doctor, School Chaplain and the Pastoral Team. Any pupil who may have concerns about drug-related matters can access support from the staff mentioned above.
- 5.6 When a positive result, showing that the pupil has used illegal drugs, is yielded by any second or subsequent test, the Master reserves the right to permanently exclude him or her from the School.

#### **6. Negative tests and further testing**

- 6.1 When a pupil's test result was negative (no drugs found) and they were tested because they were on the Drug Testing Register, the pupil will remain on that register and may be subject to further drug testing.
- 6.2 If a pupil admits to having taken a drug but the test returns a negative result (no drugs found), the pupil may be subjected to the same disciplinary sanction and follow-up procedures as those who test positive. The sanction will be at the discretion of the Master.
- 6.3 In cases where a pupil was tested for another reason, e.g. at their own request, as outlined above, the Master will determine whether they are placed on the Drug Testing Register.

## **7. Procedure for a second test**

- 7.1 The procedure for a second drug test when there is the possibility that the pupil might be permanently excluded from school is as follows:
- 7.2 The School's testing kit will be used and, if it yields a positive result showing that illegal drugs are present within the pupil's bodily system, a second sample will be collected and placed within a secure container. The container will be stored securely within the Deputy Master's office. The pupil will be suspended from school.
- 7.3 Parents wishing to contest the result of such a drug test have a period of three days in which to do so. After that time, no right to contest the outcome shall remain and the pupil will be permanently excluded from school.
- 7.4 If the pupil's parents wish to contest the outcome of the drug test, then the securely sealed and stored sample will be sent to Matrix Diagnostics for confirmatory testing. While this laboratory test is carried out, the pupil will remain suspended from school.
- 7.5 If the laboratory test yields a positive result and supports the School's test then the parents will bear the cost of the laboratory test and the pupil's permanent exclusion will be confirmed; if the laboratory test does not confirm the result of the School's test kit, then the School will bear the cost of the laboratory test and the pupil will be allowed to return to Haileybury.

*Reviewed by RMS/MARC June 2018*

*Reviewed by Full HMs Committee June 2018*

*Reviewed and updated SLT June 2019*