



Drugs and Drug Testing Policy

Policy date:	September 2022
Date of next review:	September 2023
Owner:	Deputy Master
SLT committee responsible:	N/A
Intended audience:	Pupils, parents and all staff
Location:	School portal and website

1. Introduction

- 1.1 For the purpose of this policy 'drugs' refers to illegal drugs, controlled substances, and psychoactive substances (also known as 'legal highs').
- 1.2 This policy is written for pupils, parents and staff, to clarify the procedures which should be followed in the event of a pupil being suspected of taking, being in possession of, or supplying drugs, and/or needing to be tested to determine the presence or absence of drugs within their bodily system.
- 1.3 This document should be read in conjunction with the Pupil and Parent Handbook, the School's Rewards, Behaviour and Sanctions Policy, and the School's Policy on Alcohol, Smoking and Vaping. Reference should also be made to the Standard Terms and Conditions of Haileybury which confirm 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. Haileybury has a duty of care towards pupils and staff, and is committed to safeguarding the health, safety and wellbeing of its community.
- 1.5 Haileybury does not tolerate the misuse of drugs and takes all drug-related issues very seriously. It is the School's policy that drug-related issues are tackled in an open and responsible way. There is a programme of education directed towards enabling pupils to make informed and responsible choices on this issue, delivered through the Wellbeing curriculum, tutorial programme, assemblies, and the academic curriculum, supplemented with visits by specialist speakers from outside the School.
- 1.6 Where a pupil has been disciplined for a drug-related offence, they 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 these staff.

2. Drugs testing - protocol, rationale and procedure

2.1 Rationale

It is important that there is a clearly understood system for testing pupils and that the possible sanctions are known to all. The use of a drugs testing system helps establish whether a pupil is or is not taking drugs (or whether they have during a period prior to the test) and so allows the School to address any drugs-related issues fairly, and support pupils accordingly.

Haileybury undertakes targeted drugs testing, as outlined below. It also reserves the right to randomly test pupils for drugs. 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 drug taking might include erratic behaviour, 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 pupil must be their first concern.

2.3 Procedure

- 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 Searching and Confiscation Policy). If it is a shared room a member of staff may need to supervise the area.
- Take the pupil to the Health Centre to be checked.
- The HM, AHM or Resident Tutor must notify the Proctor or Deputy Master (or another member of SLT if neither are available) of the situation and ask for authority to conduct a room search.
- A room search must be conducted by two members of staff (which can include a Matron) with the pupil in attendance if possible. The procedures in the School's Searching and Confiscation Policy should be followed.

2.4 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 drugs or 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, they may, as above, request authority from the Proctor or the Deputy Master for a drugs test to be administered. If the Proctor or Deputy Master accepts that there are genuine grounds for concern, they 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 should take place and, if so, when.

b. Pupil initiated tests

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 may be when a pupil wishes to assert their innocence in a drug-related incident. In all cases, when a pupil asks to take a test, the test must be approved through the Deputy Master or Proctor, and the test may be administered as soon as approval has been received from the Master.

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 As above, authorisation for a drugs test must be given by the Master, or in his absence the Deputy Master, following an investigation by the Deputy Master or Proctor (or another member of SLT if they are not available).
- 3.2 Once authorisation has been obtained, the timings and arrangements for conducting the test will be coordinated with the HM concerned.
- 3.3 The pupil will be supported throughout the process by a suitable member of staff.

4. Disciplinary sanctions for offences involving illegal drugs

4.1 Statements of principle

- Haileybury takes any involvement with illegal drugs very seriously indeed. 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 the School's rules.
- 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. If a permanent exclusion is contemplated, the School's Serious Disciplinary Cases Procedure will apply.
- 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 whether the case is sufficiently serious to consider permanent exclusion. As above, if a permanent exclusion is contemplated, the School's Serious Disciplinary Cases Procedure will apply.
- Where the Master decides that the case is not one of potential permanent exclusion, the parents of the pupil will receive a letter from the Master informing them of the facts, and detailing the disciplinary sanctions applied.
- If the pupil is allowed, after a period of suspension, to return to Haileybury, the Master's 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. Where a pupil tests positive, they will also be referred to the Deputy Safeguarding Lead and/or the School Doctor as appropriate.

5. Re-testing

- 5.1 On their return to school the pupil will remain on the Drug Testing Register, maintained by the Proctor, and may be tested at any time after six weeks has passed from the date of their previous test.
- 5.2 The pupil will be re-tested at regular intervals (approximately every two months) throughout the remainder of their time at Haileybury or until the Master is satisfied that testing is no longer necessary.

- 5.3 A re-test will not be administered without prior authorisation in writing from the Master to the Proctor.
- 5.4 Where a pupil has been suspended from school for a drug-related offence, they will also be offered additional support and counselling from the Health Centre staff, School Counsellor, School Doctor, School Chaplain and the Pastoral Team.
- 5.5 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 the pupil from the School. The School's Serious Disciplinary Cases Procedure will apply.

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 until the Master is satisfied that no further testing is necessary.
- 6.2 If a pupil admits to having taken a drug but the test returns a negative result (no drugs found), the pupil may nevertheless receive the same disciplinary sanction and follow-up procedures as above. Any 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 the 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, or another secure location to ensure compliance with any storage instructions (e.g. if it is required to be refrigerated). 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.
- 7.4 If the pupil's parents wish to contest the outcome of the drug test, the securely sealed and stored sample will be sent to an external drugs testing provider 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, the parents will bear the cost of the laboratory test; if the laboratory test does not confirm the result of the School's test kit, the School will bear the cost of the laboratory test.

Version history		
Date	Reviewed by	Notes
June 2018	MARC/RMS	Reviewed
June 2018	Full HMs Committee	Reviewed
June 2019	SLT	Reviewed and updated
February 2020	SLT	Reviewed
September 2022	SLT	Reviewed and updated