KINGSTON
GRAMMAR SCHOOL
FOUNDED 1561

Substance Abuse policy

Purpose of this policy

This policy is aimed at students, staff, parents and carers. It is designed to give all parties a clear statement of the School's approach to education about substance abuse, its stance on the use of harmful substances by students at Kingston Grammar School ('KGS'), the relationship between the School and parents and the obligations attendant on both the School and parents as a consequence.

Definition of drugs

The School does defines the term 'drug' as any substance which affects the way in which the body functions physically, emotionally or mentally and includes tobacco, alcohol, solvents, over-the-counter and prescribed medicines as well as illegal substances.

Jurisdiction of this policy

This policy will apply to students and staff on the School premises and beyond, and this includes occasions when students are within the care of school staff (eg. School trips and educational visits). The School also has an interest in the health and well-being of its students beyond school boundaries.

Substance Abuse Education

We believe that the purpose of substance abuse education should be to give students the knowledge, skills and attitudes to appreciate the benefits of a healthy life-style and to relate these to their own actions now and in the future.

Senior pastoral staff have a good understanding and knowledge of the types of substance abuse that our students are most likely to encounter and of their physiological effects. The Head Master and Deputy Heads, the School Nurse and the School Counsellor offer guidance to all staff. The School has further substance abuse educational material and contact details, available on our Intranet, for students or staff needing information or confidential help-lines (see also Appendix 1).

Kingston Grammar School
London Road
Kingston upon Thames
Surrey
KT2 6PY

T: 020 8546 5875
F: 020 8974 5177
enquiries@kgs.org.uk
www.kgs.org.uk

Substance abuse education takes place in the following activities:

- PSHE lessons, delivered by experienced staff members and addressing the cognitive, social and emotional factors associated with drug use;
- Specialist lectures and presentations;
- Other lessons, both within and outside the formal curriculum, in extra-curricular activities and through the School's pastoral system (eg. Tutorials and assemblies).

All teaching staff are expected to be mindful of the effective management of incidents involving substance abuse, as part of their statutory duty to safeguard students. This includes being alert to the signs that suggest possible involvement, the procedures to follow when conducting searches (see *Searching and Confiscation of Banned Items Policy*) and how to respond appropriately to students seeking advice and help. Periodic training is provided for all staff by means of briefings at staff in-service training.

Confidentiality

In accordance with the School's Safeguarding Policy the School regards all students as a "child" regardless of their age. Staff should remember that unconditional confidentiality cannot be promised to a student. If a teacher feels that a student is going to tell them something significant, or if a student requests in advance that nobody else be told, the member of staff will stress to the child that this may not be possible. If any member of staff judges that a student is at risk or in danger, he or she will talk to the Deputy Head (Pastoral) (the Designated Safeguarding Lead) or another teacher with designated safeguarding or pastoral responsibilities.

Parents of any students with any concerns about drug or substance abuse-related matters will be encouraged to share their concerns with the School, in order they ensure the safety of their, or any other, child at school. Where a student reports (anonymously or otherwise) any concerns about drug or substance abuse-related matters involving another student, the parents of that student will be informed of the concerns raised. It is important that students (and their parents) feel able to report to the School any concerns about drug or substance abuse-related matters; to that end, the School may keep the details of those reporting concerns confidential. The School will always pass on the content of reported concerns to the parents of any student allegedly involved in drug or substance abuse-related matters, so that parents can take appropriate steps and measure to safeguard their child.

The School may also take its own steps in the light of concerns received, for example, discussions with the student identified, increased monitoring and vigilance surrounding that student, referral to the school counsellor and other medical staff.

Our Disciplinary and Pastoral Approach

KGS has a two-strand approach to drug and alcohol related incidents: disciplinary and pastoral. The School's approach will generally involve a disciplinary dimension, and may involve pastoral measures.

The Disciplinary Strand

The School will consider a range of disciplinary sanctions but permanent exclusion is the likely outcome in circumstances where it is established that any of the following criteria apply:

a. a student was or is in possession of harmful or illegal substances whilst at School. This includes study periods, break and lunchtime;

b. a student was or is in possession of harmful of illegal substances on the journey to and from School;

c. a student was or is in possession of harmful or illegal substances whilst deemed to be under the responsibility of the School. This includes all school trips;

d. a student has offered (for sale or otherwise) harmful or illegal substances to other students – whether at School, on the journey to and from School or on a school trip, or is otherwise to be deemed under the responsibility of the School, or in the circumstances detailed in (g);

e. a student was or is abusing substances while at School, on the journey to and from School, or is deemed under the responsibility of the School, or in circumstances related (g);

f. a student has not co-operated honestly during an investigation into an incident involving or alleging the abuse of substances;

g. The students' conduct or actions have the potential to threaten the reputation of the School. This may include actions or conduct which takes place outside School or not in term time.

Any incident in School, on the way to and from School, or on a trip where a student is suspected of involvement with harmful or illegal drugs, possession of harmful or illegal drugs or carrying materials used in substance or alcohol abuse, will be immediately investigated by the School and the parents or guardians contacted as soon as possible. In the interests of clarity 'drugs' include cannabis, amphetamines, ecstasy, LSD, cocaine, all other substances identified in the Misuse of Drugs Act 1971 and substances associated with so-called 'legal highs', in addition to other substances identified in this policy.

Any student who is found to have offered (for sale or otherwise) harmful or illegal substances to other students will usually be referred to the police. Criminal law treats supplying (or intending to supply) illegal drugs extremely seriously, and 'dealing' includes giving drugs to friends, even if it is for free. Looking after drugs for someone and then giving them back can also lead to a charge of 'supplying' drugs.

Drug-driving is as illegal as drink-driving and carries the same penalties. At KGS we do not permit other substances likely to be injurious to health (eg. Solvents, alcohol and tobacco) to be brought to School. The School regards alcohol abuse as a major concerns for the well-being of young people.

All cases suspected to involve substance abuse will be dealt with as a matter of urgency and will be reported to the relevant Head of Year and the Deputy Head (Pastoral). The School will consider each case individually. Further deliberations will, at all times, seek to balance the interests of the students involved and those of the other members of the School community.

The parents of a student alleged to be involved with substance abuse can expect to be informed at an early stage by the relevant Head of Year and the Deputy Head (Pastoral).

Alcohol

We recognise that alcohol is not an illegal substance in itself (unless purchased by a child under the age of 18), and that it is considered to be socially acceptable when used in moderation; however, we also know that alcohol poses real dangers for young people. We seek to educate young people so that they can distinguish between acceptable and irresponsible drinking. The PSHE programme concerned specifically with alcohol recognises that alcohol is a drug and that young people are particularly vulnerable to is effects.

Specific aims of alcohol education at KGS

- To educate students about the effects that alcohol has on the mind and body
- To help students to understand the relationship between alcohol consumption and risks to health (including accident and long term damage)
- To understand the various reasons (social, cultural and religious) why people may choose to drink or not to drink
- To identify strategies for safer drinking

Alcohol (and any other substances intended for abuse to produce an intoxicating effect) may not be brought into school. Any infringement of this rule, including students who are intoxicated on entry into the school or found to be so during the school day, may result in a student losing his/her right to remain in the school.

Staff must discuss the serving of alcohol to students at any event with the Deputy Head (Pastoral).

Formal Dinners

Students who are over the age of 16 and in the Sixth Form are allowed to drink a pre-agreed, small amount of alcohol at a formal sit-down school dinner if the dinner organiser wishes this to happen. They are not permitted to purchase alcohol from a bar. Open bottles of alcohol will not be left on tables; students will be served individual drinks. Drinking alcohol may only take place with the express consent of the member of staff responsible for the students and under the direct supervision of staff. Any drinking of alcohol should, of course, be in moderation only. A signed parental consent form for all formal dinners will be required. These will be held and collated by the Sixth Form Secretary and signed off by the Deputy Head (Pastoral).

School Functions

Alcohol may not be served to anyone under the age of 21 (whether a current or past student) at a school function on school premises except at formal dinners (see above).

If alcohol is to be served at any other event, it must be with the express written permission of the Head Master.

School Trips

No student, including those over 18, may drink alcohol in a bar, hotel or other institution while on a school trip either in the UK or abroad regardless of local drinking laws. Students must not have alcohol in their bedrooms or luggage at any times. Should students break these alcohol rules the school reserves the right to terminate the student's participation on the trip. This may involve escorting the student back to school or requesting parents to make arrangements to collect the student from the trip.

Where students are involved in an overseas exchange visit, the school's guidelines state that organisers of visits should ensure that the requirements and expectations of both guests and hosts are clearly understood before any such visit takes place. In order to clarify these matters, a letter should be sent to the partner school when the exchange is set up. This letter should include a requirement that visitors obey the laws of the land in the host nation, of their own school and of our school, in particular as they pertain to alcohol and tobacco and to the need to show care and consideration for others. Any consumption of alcohol will, of course, be the

individual responsibility of the student concerned and the school will take action against any students who abuse alcohol whilst in the school's care.

The school is conscious of the need to educate its students in the responsible consumption of alcohol – particularly in relation to drink and driving – and believes that allowing students to decide, within their own moral and religious framework, to drink alcohol responsibly in the circumstances outlined above will enable it to achieve this aim. If, however, parents do have questions about the school's policy on alcohol, or wish to discuss any aspect of it, they should contact the student's Head of Year to do so.

Tobacco

The School site is a non-smoking site:

A student may therefore not smoke tobacco or e-cigarettes when he or she is under the school's authority. This means:

- throughout the school day, whether on or off the premises, coming to or from school,
- whenever involved in any activity or trip organised by the school,
- whenever he or she is identifiable as a member of the school.

KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

APPENDIX 1

Useful Contacts:

FRANK
www.talktofrank.com
0300 123 6600 (helpline)
This support agency provides confidential advice 24 hours a day to parents as well as students. They ca give information on services in the local area including counselling and specialist clinics.

ADFAM
www.adfam.org.uk
admin@adfam.org.uk
This is a charity aimed at supporting the families and friends of drug users.

Childline
0800 11 11 11
Free 24-hour helpline for children or young people in trouble or in danger

Parents Against Drug Abuse (PADA)
08457 023 867 (24 hour helpline)
www.pada.org.uk
admin@pada.org.uk
Based in Liverpool, PADA supports projects across the UK offering advice to parents, families and friends of drug users.

Families Anonymous
0845 1200 660
www.famanon.org.uk

A global fellowship of families and friends affected by another's abuse of substances – organises a network of support groups for parents of drug users.

Young Minds
0808 802 5544 (Parent helpline)
Free confidential helpline providing information and advice for any adult with concerns about the mental health of a young person

Kingston Grammar School
London Road
Kingston upon Thames
Surrey
KT2 6PY

T: 020 8546 5875
F: 020 8974 5177
enquiries@kgs.org.uk
www.kgs.org.uk