

Drugs and Harmful Substances Policy and Procedure	FOR ALL STUDENTS
Updated: March 2017	Due to be reviewed: February 2020.

1. Overview

Capital School of English (CSE) believes that all students have the right to learn in a safe and supportive environment, and to ensure that all members of the school community remain healthy. The aim of this policy to acknowledge and formalise the school's responsibilities with regard to drugs and harmful substances.

2. Definition

2.1 A drug is:

"A substance people take to change the way they feel, think or behave."

(United Nations Office on Drugs and Crime)

2.2 For the purposes of this policy the term "drug(s)", unless otherwise stated, refers to:

- a) All illegal drug(s) (those controlled by the Misuse of Drugs Act 1971).
- b) All legal drug(s), including alcohol, tobacco, volatile substances.
- c) All over-the-counter and prescription medicines.

2.3 This policy covers situations in which;

- A student is suspected of being under the influence of an illegal drug in school or homestay/residence in a single incident.
- A student is suspected of being continually under the influence of an illegal drug in school homestay/residence.
- A student is found with an illegal drug in school or homestay/residence..
- A student is found with drug related equipment in school or homestay/residence.
- A student is suspected of sharing an illegal drug with another or other student in school homestay/residence..
- A student is suspected of being involved in a substance-related incident outside the school day but which may be affecting good order and discipline in the school.
- A student is off school premises and is suspected of being involved in a substance-related incident which may be affecting good order and discipline within the school.

3. Sanctions and Strategies

3.1 This section details how drug related incidents will be dealt with at Capital School of English. The specific framework for the school policy is shaped by the Law (Misuse of Drugs Act 1971), the guidance from the DFES (Managing Behaviour and Attendance in Schools 2006).

3.2 Illegal drugs have no place at CSE and contravention of this policy may be considered by a member of management for either a fixed term or a permanent exclusion. Such a decision will depend on the seriousness of the incident and the evidence available, the circumstances and needs of those involved and the actual or potential impact on the health, safety and welfare of other students.

3.3 The priority in any response is Health and Safety. The first judgment to be made in that response is whether medical treatment is needed and whether any other issues related to safety e.g. a student's ability to travel home from school, have been considered. As part of

that priority the impact that a student under the influence of drugs may have on the Health and Safety of others needs to be appraised.

- 3.4 If a student is suspected of being under the influence of drugs in school in a single incident then the priority is their Safety. The student should be taken back to their homestay or residence on medical grounds and an investigation begun. If the investigation shows that, on the balance of probabilities, the student was under the influence of an illegal drug then the school will follow the disciplinary procedures.
- 3.5 If a student is found with an illegal drug in school then the school will follow the disciplinary procedures. In these cases the school may inform the local authority and police.