



THE PERSE
SCHOOL
CAMBRIDGE

Anti-Drugs & Substances Policy

The Perse School

April 2021

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This policy applies to the Perse Upper School (the Upper School) and the Perse Preparatory School (the Prep School) together referred to as “the School” for the purposes of this policy.

In this policy references to the **Head** mean the Head of the Upper School or the Head of the Prep School as appropriate.

This policy can be made available in large print or other accessible format if required.

1. Introduction

The School is alert to the potential need for early help for a child who misuses drugs. A member of staff who has any concern about a pupil’s welfare, or considers that a pupil may benefit from early help, should report this to the Designated Safeguarding Lead in accordance with the School’s *Safeguarding and Child Protection Policy*.

Most children do not get involved with drugs and substances, but in today’s world it is almost inevitable that they will come into contact with them at some time. Nowadays, young people find out about drugs at an early age - from media, from friends or from older children. It is important therefore that every child has access to accurate information on this subject. As part of the School’s care for the welfare of its pupils, the School believes it has a duty to inform and educate them about the consequences of drug and substance misuse at a level appropriate to their age. The School fully appreciates that ‘substance’ education is an area about which parents might have particular concerns. If at any stage in a child’s school career, parents are concerned they should contact the School for information or advice.

The School recognises that drugs and substances are widely and increasingly available, as well as being used by teenagers from all backgrounds. This is an issue which all schools must address seriously. The School also believes that the great majority of parents, staff and pupils wish it to take a very firm stand against the misuse of drugs and substances. Alongside the School’s aim to educate pupils about drugs and substances, sanctions are necessarily strong to protect individuals and the community from the dangers associated with drugs and substances.

While the implementation of this policy will be based upon trust and understanding between pupils, staff and parents and is seen as being in the best interests of all pupils at the School, it is also intended to act as a positive and effective deterrent.

2. Scope

This policy applies to all pupils at the School and at all times when a pupil is:

- a. In or at school;
- b. Representing the School or wearing school uniform;
- c. Travelling to or from school;
- d. On school-organised trips; or
- e. Associated with the School at any time.

This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- a. Affect the health, safety or wellbeing of a member of the school community or a member of the public;
- b. Have repercussions for the orderly running of the School; or
- c. Bring the School into disrepute.

3. Definitions

- **Drugs and substances:** for the purposes of this policy these terms mean controlled drugs; psychoactive substances; substances intended to resemble drugs and/or the paraphernalia of drugs, such as (without limitation) any equipment, product or accessory intended or modified for making, using or concealing drugs; “legal” drugs ie those which can be obtained from a shop, (including online); performance enhancing drugs; anabolic steroids; glue and other substances held or supplied in each case for the purposes of inhalation and/or misuse.
- **Possession** means any items over which the pupil has or appears to have control – this includes clothing, desks, lockers and bags.
- **Supply** means providing or sharing (whether or not for money or other consideration) or facilitation of supply eg sale, exchange or sharing. It also includes the promotion/advertisement of supply.
- **Use** means the taking/consumption of drugs or substances.
- **Misuse** means the unauthorised taking/consumption of drugs or substances through which harm could occur and/or is in breach of the School rules and/or the law.
- **Biological sample:** a sample of breath, saliva, hair or urine provided by a pupil in accordance with the procedures set out in this policy.

4. Related Policies

The School has a *Policy on Behaviour and Discipline* and a *Safeguarding and Child Protection Policy*. It also has a *Policy on Searching Pupils and Retention and Disposal of Confiscated Items* which contains details of the School’s powers to search and an *Administration of Medication Policy* which details the School’s policy on the possession and use of controlled drugs which have been prescribed to a pupil as medication. The *Upper School rules* has a section on smoking and smoking materials. Copies of these policies are available to parents in the 3-18 Information area of PersePortal.

5. The School’s Principles

- The School is committed to the health and safety of all its staff and pupils and will take action to safeguard their wellbeing.
- The School does not tolerate the misuse of drugs and substances by members of the School, or the illegal supply of these substances.
- Parents will be informed of any drugs and substances-related incident that might affect their child, unless this is inappropriate.
- The School acknowledges the importance of its pastoral role in the welfare of its pupils and will try to support all involved in the handling of drug and substances-related situations.
- The School will discourage the misuse of drugs and substances, actively and vigorously, through drugs education, through pastoral care and through a firm disciplinary framework which treats the supply, possession and use of drugs and substances by its pupils as serious breaches of the School’s disciplinary code;
- The School will do all it can to reduce the temptations pupils face and to help each pupil to develop the moral courage to reject social pressures that may be harmful to them;
- The School will maintain an environment that is as free as possible of drugs and substances and the paraphernalia, culture and temptation to use them; and
- The School will ensure compliance with criminal laws in relation to the possession and supply of drugs and substances.

6. The Implementation of the Policy

6.1 Education

An age appropriate programme of drugs and substances education is followed by the School.

In the Prep School, teaching this area of the curriculum is principally the responsibility of those staff who teach PSHE (Personal Social and Health Education) and those teaching Science. They will be supported by the Head of PSHE and these curriculum lessons will be supplemented by assemblies, visiting speakers and workshops where appropriate.

In the Upper School, there will be an on-going programme of drugs education in the context of Personal Social, Health and Economic Education and some science lessons, assemblies and as part of the visiting speaker programme. This will attempt to give pupils accurate information about drugs and substances they may encounter and the risks involved in using and misusing these, and provide the opportunity to explore the ethical, social and legal issues arising.

Annex B of <https://www.gov.uk/government/publications/drugs-advice-for-schools> provides useful contact information for parents or pupils.

6.2 Pastoral Support

Pupils are encouraged to discuss their anxieties about drugs and substances with a member of staff. The School has a duty to safeguard and promote the welfare of all its pupils which, in appropriate circumstances, may override any duty of confidentiality owed to a pupil and information may be reported to:

- Prep School: the Head, the Deputy Head, Assistant Head (Pastoral), Pastoral Co-ordinator, Head of Year and/or the Pupil's form teacher.
- Upper School: the Head, the Deputy Head (Pupil Development and Welfare), the Head of Lower School, Middle School or Sixth Form (as appropriate), the Head of Year and/or the pupil's tutor.

If discussions raise child protection issues, these will be dealt with in accordance with the School's *safeguarding and child protection policy*.

6.3 Pupils suspected of being under the influence of a drug or substance

The effect of any drug on a young person can be highly unpredictable. Intoxication or a suspected overdose will be treated as a medical emergency and the pupil should be escorted to the medical room (or hospital whilst in the care of the School off site). The pupil's safety is paramount before considering investigations or sanctions. Steps should be taken to find out if any other pupil is involved, those pupils must also be assessed by a medical professional.

6.4 Bystanders

The entire School community has a duty to keep drugs and substances out of the School. Students witnessing others in possession, supplying or using drugs in school or whilst in care of the School and not reporting the fact should expect to receive a sanction.

6.5 Investigation

6.5.1 Subject to the terms of this policy, the School will consider and take any such action as it deems appropriate at the time in relation to a complaint rumour or allegation that a pupil is involved with drugs and substances in or out of school time, whether on or off school premises.

6.5.2 Every complaint, allegation or rumour or observation of pupil behaviour in relation to involvement with drugs and substances will be followed up and investigated in accordance with this policy and

the procedures set out in the School's *Policy on Behaviour and Discipline*. However the School cannot investigate fully anonymous letters or emails. In cases of anonymous reporting, the pupil and their parents will be informed, but no further action will be taken by the School as it will be unable to determine whether an allegation is malicious or genuine.

6.5.3 In cases where a complaint, allegation, or rumour or observation of pupil behaviour in relation to involvement with drugs and substances is brought to the School's attention, the Deputy Head (Pupil Development and Welfare) (Upper School) or Deputy Head (Prep School) will be informed immediately and an investigation will begin unless the School is prevented from doing so due to an ongoing criminal investigation by the police (see paragraph 8 below).

6.5.4 When investigating a complaint, allegation, or rumour or observation of pupil behaviour in relation to involvement with drugs and substances the following will apply:

- An investigation will normally be co-ordinated by a Deputy or Assistant Head or, in the Upper School, the Head of the Lower School, Middle School or the Sixth Form if appropriate, in accordance with the School's *Policy on Behaviour and Discipline*. The outcome of the investigation will be reported to the Head.
- The pupil may be excluded (as a neutral act in order that a fair investigation may be carried out) and required to remain at home or with their education guardian/host family while an investigation proceeds.
- The School may decide to search the pupil's outer clothing, lockers and belongings (see paragraph 7 below).
- The pupil may be asked to take a drugs test (by giving a sample of saliva or urine or other means) as outlined in paragraph 6.6 below.
- The pupil's parents will be informed as soon as practicable that an investigation has been commenced and the reasons for it.

6.5.5 If the findings of the investigation support the allegation, complaint or rumour or observation of pupil behaviour, a disciplinary meeting will usually be held, in accordance with the procedures set out in Annex 4 of the School's *Policy on Behaviour and Discipline*.

6.5.6 Sanctions which may be applied under this policy are set out under paragraph 9 below.

6.5.7 If the School's investigation raises child protection issues, these will be dealt with in accordance with its *Safeguarding and Child Protection Policy*.

6.6 Testing for drugs and / or substances

6.6.1 Biological Sample:

- A pupil reasonably suspected of unauthorised involvement with drugs or substances may be asked to give, under medical supervision, a biological sample for analysis in accordance with the procedures set out in Appendix 1 to this policy.
- A pupil who has accepted an offer of a supportive regime of random drug testing (see paragraph 9 below) may be asked to give, under medical supervision, a biological sample for analysis in accordance with the procedures set out in Appendix 2 to this policy.

6.6.2 **Supervision:** A member of the School staff will be present during testing. All due care will be taken to respect the pupil's privacy and human rights.

6.6.3 **Purpose:** Drugs testing is used by the School:

- To deter breaches of school discipline;
- To encourage pupils to be truthful if under suspicion;

- To absolve those who have been wrongly suspected; and
- To maintain the safety of all members of the School community.

Although tests are not infallible, the School will treat a positive test as evidence that the pupil is likely to have been using drugs or substances, as appropriate.

6.6.4 **Testing Procedures:** These will be in accordance with good practice as set out in Appendices 1 and 2 to this policy.

6.6.5 **Consent to testing:** The Head or senior supervising member of staff will obtain written consent from parents, or from the pupil if they are of sufficient maturity and understanding, before carrying out the Screening Test.

- Consent for testing under Appendix 1 will be obtained via e-mail or letter or verbal consent.
- Consent for testing under Appendix 2 will be via prior completion of the Supportive Regime consent to drugs testing form contained in Appendix 5.

Pupils in Year 9 and above are generally considered by the School to be of sufficient maturity or understanding to provide consent. However, the Head or senior supervising member of staff will consider additional factors such as influence of drugs or substances or any special needs the pupil may have to determine whether or not the pupil is able to provide this consent and may request the additional opinion of the School Nurse if required.

In the case of an investigation, reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a biological sample and the reasons for that requirement.

6.6.6 **Refusal:** If a pupil refuses to provide a biological sample they will be asked to say why they have refused. If a parent's consent is required and they refuse to consent to their child providing a biological sample, or their child refuses to cooperate in spite of parental consent being forthcoming, the School may only draw appropriate inferences from the pupil's general demeanour. Where a pupil is of sufficient maturity, the School will be entitled to draw appropriate inferences from their response and general demeanour.

6.7 **Result of the test:**

6.7.1 Reasonable attempts will be made to notify the pupil and a parent/guardian regardless of the result;

6.7.2 If the result is negative, no further action will be taken by the School;

6.7.3 If the test shows a positive result, and the pupil admits to being under the influence of the drug(s) and/or substance(s) revealed by the test there may be no need for a further saliva or urine sample to be required for independent analysis.

6.7.4 In the event that the test result is not clear, or that the pupil disputes a positive result, or that the pupil disputes the validity of the testing procedure, or that the Head or the parents/guardians of the pupil request it, a further biological sample will be required for analysis at an independent laboratory, according to the procedures outlined in sections 5-9 of Appendix 1 (Investigation) or Appendix 2 (Supportive Regime). Any such objection or request must be made within 24 hours of the initial test taking place.

6.7.5 The result of any test analysed at an independent laboratory as requested under paragraph 6.7.4 above will be notified to the pupil's parents/guardians, and to the pupil. The parents/guardians will be told that the duplicate sample is available for testing if they wish.

6.7.6 The duplicate sample will be retained for seven days after the parents have been sent notification of the test result. If the parents/guardians do not within that period, and in writing, request the

School to send the duplicate sample to a laboratory of their own choice for testing, the School will instruct the School Doctor to destroy the duplicate sample.

- 6.8 **Medical record:** the outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

7. Searches for drugs, substances and related paraphernalia

Searches for drugs, substances and related paraphernalia will be carried out in accordance with the School's *Policy on Searching Pupils and Retention and Disposal of Confiscated Items*. A copy of this policy is available to parents in the Whole School Information: Policies section of PersePost.

School staff can search a pupil for drugs and/or substances with their consent. Before any search is undertaken, the pupil will usually be asked to consent. Where the pupil is not deemed to have sufficient maturity or understanding, the consent to searching will be sought from a parent.

A pupil may be searched without their consent for drugs or substances in accordance with the School's *Policy on Searching Pupils and Retention and Disposal of Confiscated Items*.

8. Police Involvement

The School may decide to request the involvement of the police from the outset. The School must notify the police and/or relevant agencies of actual or alleged criminal activity.

If the School suspects that a criminal offence has taken place in relation to the possession, use or supply of drugs or substances, then consideration will be given to reporting this to the police and the relevant local authority.

If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

If the School seizes a controlled drug, it must deliver the drug to the police as soon as reasonably practicable, or dispose of it if they believe there is good reason to do so. Substances suspected to be controlled drugs will be dealt with in the same manner.

Other substances, considered to be harmful or detrimental to good order and discipline will be confiscated. The Deputy Head (Pupil Development and Welfare) or Deputy Head (Prep) as appropriate will take account of all relevant circumstances and use their professional judgement to determine whether they can safely dispose of the seized substance.

9. Sanctions

Where a pupil breaches any of the school rules set out in this policy, the Head may apply any sanction which is appropriate and proportionate to the breach in accordance with the School's *Behaviour and Discipline Policy*. Appropriate sanctions may include:

- Permanent exclusion.
- Removal of the pupil.
- Exclusion in accordance with the School's *Behaviour and Discipline Policy*.
- Drugs testing - in exceptional circumstances, the pupil may be offered a supportive regime of random drugs testing in accordance with the procedures set out in Appendix 2 to this policy. The Head is not obliged to offer such a regime. Any supportive regime offered will be subject to separate written consent as set out in Appendix 5 – Consent to drugs testing – Supportive Regime.

The factors (additional to those listed in the *Behaviour and Discipline Policy*) that will be taken into account when deciding on the appropriate sanction to impose will include:

- (a) Whether the pupil's involvement with drugs and substances included possession, supply, spiking, paying money or trading sexual favours;
- (b) Whether the pupil's involvement with drugs and substances took place on or off school premises;
- (c) Whether the pupil's involvement with drugs and substances involved other pupils;
- (d) The extent of the pupil's co-operation (or otherwise) in the School's investigations; and
- (e) Any recent warnings given to pupils about the disciplinary consequences of activity concerning drugs and substances.
- (f) The class or nature of the drugs and substances concerned.

Alongside sanctions it is important for the pupil to gain access to support. Use of drugs or substances can be a symptom of other problems. The School will work with parents and the pupil to access services to support them and keep them safe.

Where the Designated Safeguarding Lead reasonably believes that the pupil is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the pupil will not be released into the care of the parent and the School's safeguarding and child protection procedures will be followed.

10. Record Keeping

All records created in accordance with this policy are managed in accordance with the School's *Records Management Policy* and *Records Retention Schedule*.

Records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use the personal data of pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's *Data Protection Policy* and *Information Security and Sharing Data Guidance* which are both contained in the *Data Protection and Information Security Handbook*.

11. Monitoring

This policy will be reviewed:

- following any serious incident involving pupils and drugs and substances
- following the issue of any new guidance from the Department for Education (DfE) and
- in any event, every year.

The review will be carried out by the Deputy Head (Pupil Development and Welfare) in consultation with the Deputy Head (Prep) where appropriate. The Governors will authorise any necessary amendments.

12. Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Deputy Head (Pupil Development and Welfare) who has been properly trained in, and tasked with, carrying out the particular assessment.

13. Version Control

Date of adoption of this policy	19 th April 2021
Date of last review of this policy	23 rd March 2021
Date for next review of this policy	March 2022
Policy owner (SLT)	Deputy Head (Pupil Development and Welfare) (Upper School) / Deputy Head (Prep)
Authorised by	Jonathan Scott On behalf of the Board of Governors
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Appendix 1 - Procedure for testing - Investigation

1. If the Head forms a reasonable suspicion that a pupil is under the influence of a drug or substance whilst at school or has recently used a drug or substance the Head will authorise a Screening Test to be administered, by completing section A of **Appendix 3 - Drugs Screening Test Form - Investigation**.
2. The pupil will proceed immediately, accompanied by a senior member of staff, usually the Deputy Head (Pupil Development and Welfare) (Upper School) or Deputy Head (Prep School), and a supporting member of staff of the pupil's choosing (the pupil may elect to be unaccompanied), to the Upper School medical room to join the School Nurse. The School Nurse will provide support to the pupil throughout the testing process. The pupil will remain under supervision until the testing procedure has finished. At least one of the three members of staff will be of the same gender as the pupil.
3. Before the test is administered, the pupil (or a Parent for pupils in Year 8 and below) must sign the consent section of Section B of **Appendix 3 - Drugs Screening Test Form**. The pupil will be required to provide a sample of saliva (for cases where a pupil is suspected to be under the influence of drugs or substances) or urine (for cases of suspected recent drug or substance use) to be tested. Any sample will be produced under supervision of the nurse. The saliva or urine will be tested with an appropriate testing product set; testing and analysis will be carried out in the presence of both supervising staff and the pupil and will be in accordance with standard good practice. .
4. After the test is complete Section B of **Appendix 3 - Drugs Screening Test Form** will be completed and returned to the Head as soon as possible.
5. Where analysis by an independent laboratory is necessary, the pupil, accompanied by two of the staff supervisors, will be driven to the School Doctor's practice at Newnham Walk. A urine sample or two further saliva samples will be taken by the School Doctor or their representative.
6. The School Doctor or their representative will transfer the two saliva samples or the urine sample into two clean bottles (respectively *the sample* and *the duplicate sample*). Each bottle will, in the pupil's presence, be sealed, and labelled (across the seal) as follows:

Name of Pupil

Date of Sample

Time of Sample

Temperature of Urine¹

(Acknowledgement by Pupil) "This is my urine/saliva¹, provided by me on the date and at the time shown above"

Signature of Pupil

Counter signature by parent/guardian in the case of any pupil whom the school believes not to be capable of providing valid consent for him/herself

7. Each sealed, labelled and signed bottle will be placed in its own envelope, marked with the pupil's name.

¹ Delete as appropriate

8. Section C of **Appendix 3 - Drugs Screening Test Form** will be completed, and signed by the School Doctor or their representative, by the members of school staff, and by the pupil. The pupil will be brought back to the School.
9. The completed **Appendix 3 - Drugs Screening Test Form** will be copied. The original form and the sample (in the envelope) will be sent on the same day to an independent laboratory for testing. The duplicate sample (in its envelope) will be kept at the requisite temperature at Newnham Walk surgery together with a copy of the completed **Appendix 3 - Drugs Screening Test Form**. A further copy of the completed **Appendix 3 - Drugs Screening Test Form** will be returned to the Head.
10. The duplicate sample will be retained for seven days after the parents/guardians have been sent notification of the test result. If the parents/guardians do not within that period, and in writing, request the School to send the duplicate sample to a laboratory of their own choice for testing, the School will instruct the School Doctor to destroy the duplicate sample.

Appendix 2 - Procedure for testing – Supportive regime

1. The Head will authorise the urine sample to be taken, by completing section A of **Appendix 4 - Drugs Screening Test Form – Supportive Regime**. The requirement to provide a sample should be communicated to the pupil as discreetly as possible.
2. The pupil will proceed immediately, accompanied by a senior member of staff, usually the Deputy Head (Pupil Development and Welfare) (Upper) or Deputy Head (Prep School), and a supporting member of staff of the pupil's choosing (the pupil may elect to be unaccompanied), to the Upper School medical room to join the School Nurse. The School Nurse will provide support to the pupil throughout the testing process. The pupil will remain under supervision until the testing procedure has finished. One of the three members of staff will be of the same gender as the pupil.
3. The pupil will be required to provide a sample of urine to be tested. Any urine sample will be produced under supervision of the nurse. The urine will be tested with an appropriate testing product; testing and analysis will be carried out in the presence of both supervising staff and the pupil. Before the test is administered, the pupil must sign the consent section of Section B of **Appendix 4 - Drugs Screening Test Form - Supportive Regime**.
4. After the test is complete Section B of **Appendix 4 - Drugs Screening Test Form – Supportive Regime** will be completed and returned to the Head as soon as possible.
5. Where analysis by an independent laboratory is necessary, the pupil, accompanied by two of the staff supervisors, will be driven to the School Doctor’s practice at Newnham Walk. A urine sample will be taken there by the School Doctor or their representative.
6. The School Doctor or their representative will transfer the urine sample into two clean bottles (respectively *the sample* and *the duplicate sample*). Each bottle will, in the pupil’s presence, be sealed, and labelled (across the seal) as follows:

Name of Pupil

Date of Sample

Time of Sample

Temperature of Urine¹

(Acknowledgement by Pupil) “This is my saliva/urine¹, provided by me on the date and at the time shown above”

Signature of Pupil

Counter signature by parent/guardian in the case of any pupil whom the school believes not to be capable of providing valid consent for him/herself

7. Each sealed, labelled and signed bottle will be placed in its own envelope, marked with the pupil’s name.
8. Section C of **Appendix 4 - Drugs Screening Test Form – Supportive Regime** will be completed, and signed by the School Doctor or their representative, by the members of school staff, and by the pupil. The pupil will be brought back to the School.

¹ Delete as appropriate

9. The completed **Appendix 4 - Drugs Screening Test Form – Supportive Regime** will be copied. The original form and the sample (in the envelope) will be sent on the same day to an independent laboratory for testing. The duplicate sample (in its envelope) will be kept at the requisite temperature at Newnham Walk surgery together with a copy of the completed **Appendix 4 - Drugs Screening Test Form – Supportive Regime**. A further copy of the completed **Appendix 4 - Drugs Screening Test Form – Supportive Regime** will be returned to the Head.

10. The duplicate sample will be retained for seven days after the parents have been sent notification of the test result. If the parents/guardians do not within that period, and in writing, request the School to send the duplicate sample to a laboratory of their own choice for testing, the School will instruct the School Doctor to destroy the duplicate sample.

Appendix 3 - Drugs screening test form - Investigation

SECTION A: AUTHORISATION

Name of Pupil:

School Term: 201_

As a result of my suspicions that this pupil may be under the influence of or has recently taken drugs or substances, I hereby authorise the carrying out of a Screening Test and any subsequent saliva/urine¹ sample to be administered under the **Procedure for Testing (Investigation)**.

Head:..... Date: Time:

SECTION B: THE SCREENING TEST

Date of Screening Test: Time of Screening Test

Type of Test(s) used :

I agree to my saliva/urine sample being tested for drugs and substances.

Signature of Pupil: Date and Time:

This form requires counter signature by parents/guardians of any pupil in Year 8 or below. A counter signature is also required for pupils in Year 9 or above whom the School believes not to be capable of providing valid consent for themselves. The Head or senior supervising member of staff will determine whether or not a pupil is able to provide this consent and may obtain the opinion of the School Nurse if required.

Signature of Parent/Guardian (where applicable)..... Date & Time.....

Result of the Test:

We confirm that a screening test as detailed has been carried out on the saliva/urine¹ of the pupil, in accordance with the Procedure for Testing. We confirm that the parents/guardians of the pupil have been contacted and have given their verbal/written consent to this test. We confirm the result of the test.

Signed

School Nurse..... Time/Date.....

Supervising Senior Staff: Time/Date.....

Supporting Staff: Time/Date.....

Pupil: Time/Date.....

Action recommended:

¹ Delete as appropriate

Appendix 3 - Drugs screening test form - Investigation

SECTION C: THE SALIVA / URINE SAMPLE

Date of Sample: Time Sample Provided:

Temperature of Sample (urine only):

We confirm that a saliva/urine¹ sample has been taken from the pupil as above, in accordance with the Procedure for Testing

Representative of Newnham Walk Medical Practice.....

Senior Staff: Supporting Staff:

(or) School Nurse

I agree to my saliva/urine¹ sample being tested for drugs and substances.

Signature of Pupil: Date and Time:

This form requires counter signature by parents/guardians of any pupil in Year 8 or below. A counter signature is also required for pupils in Year 9 or above whom the School believes not to be capable of providing valid consent for him/herself. The Head or senior supervising member of staff will determine whether or not a pupil is able to provide this consent and may obtain the opinion of the School Nurse if required.

Signature of Parent/Guardian (where applicable)..... Date & Time.....

(To be added on receipt of test result)

Result of Test:

Action recommended:

¹ Delete as appropriate

Appendix 4 - Drugs screening test form – Supportive regime

SECTION A: AUTHORISATION

Name of Pupil:

School Term: 201

Date of Consent to Supportive Regime:

*In accordance with paragraph 2 of this pupil's Supportive Regime, I require them to provide a urine sample as soon as possible. This is the first/second/third sample this term.**

Head:..... Date: Time:

*delete as appropriate

SECTION B: THE SCREENING TEST

Date of Screening Test: Time of Screening Test

Type of Test(s) used :

I agree to my urine sample being tested for drugs and substances.

Signature of Pupil: Date and Time:

This form requires counter signature by parents/guardians of any pupil in Year 8 or below. A counter signature is also required for pupils in Year 9 or above whom the School believes not to be capable of providing valid consent for him/herself. The Head or senior supervising member of staff will determine whether or not a pupil is able to provide this consent and may obtain the opinion of the School Nurse if required.

Signature of Parent/Guardian (where applicable)..... Date & Time.....

Result of the Test:

We confirm that a screening test as detailed has been carried out on the urine of the pupil, in accordance with the Procedure For Testing. We confirm the result of the test.

Signed

School Nurse..... Time/ Date.....

Supervising Senior Staff: Time/Date:

Supporting Staff : Time/Date:

Pupil: Time/Date:

Action recommended:

Appendix 4 - Drugs screening test form – Supportive regime

SECTION C: THE SALIVA / URINE SAMPLE

Date of Sample: Time Sample Provided:

Temperature of Sample (urine only):

We confirm that a saliva/urine¹ sample has been taken from the pupil as above, in accordance with the Procedure For Testing

Representative of Newnham Walk Medical Practice.....

Perse Senior Staff: Supporting Staff:

(or) School Nurse

I agree to my saliva/urine¹sample being tested for drugs and substances.

Signature of Pupil: Date and Time:

This form requires counter signature by parents/guardians of any pupil in Year 8 or below. A counter signature is also required for pupils in Year 9 or above whom the School believes not to be capable of providing valid consent for him/herself. The Head or senior supervising member of staff will determine whether or not a pupil is able to provide this consent and may obtain the opinion of the School Nurse if required.

Signature of Parent/Guardian (where applicable)..... Date & Time.....

(To be added on receipt of test result)

Result of Test:

Action recommended:

¹ Delete as appropriate

Appendix 5 - Consent to drugs testing - Supportive regime

Date:

Full Name of Pupil:

Pupil's Date of Birth:Age Now:

I/WE the persons having parental responsibility for the above-named pupil have been informed that School has deemed that the pupil has breached the school's Drugs Policy, viz
.....
.....

I/WE and the pupil recognise that this action (detailed above) is a serious breach of school discipline which entitles the Head to Permanently Exclude or to require Removal of the pupil from the School.

The Head has, in this instance only and as an alternative to Permanent Exclusion / Removal offered the pupil a supportive testing regime for a period of 12 months from today which I/we and the pupil wish to accept. In this consent form, "sample" means a sample of the pupil's urine taken in accordance with the School's **Procedure for Testing – Supportive Regime**

I/WE understand that the regime will be conducted in the following manner:

1. The Head, or one of his Deputies acting with the Head's authority, may require the pupil on up to three occasions during a school term without prior notice and at any time to attend to provide a urine sample for testing.
2. It will *not* be a pre-condition of a requirement to provide a sample that the Head or any member of staff has formed a suspicion of the pupil being in possession of or having recently used a drug or substance.
3. The existence of this regime together with any requirement for a sample to be given, the taking of the sample and the communication of results shall be treated as confidential information within a circle of confidentiality that includes the Head, his Deputies, the School Nurse, the pupil's Head of Section and Tutor/Fort Teacher and any other members of staff from whom the information cannot in practical terms be withheld. The School cannot, however accept responsibility (unless negligent) if such information becomes more widely known among other members of staff or pupils.
4. Every sample will be given, and tested in accordance with the School's *anti-drugs and substances policy*, with which parents/guardians will have been issued before signing this consent. There will be no reference to tests for drugs or substances on the permanent medical record of the pupil.
5. The School does not undertake to require samples to be given three times per term or at all.

The above-named pupil has read and understood this form. They agree to accept this regime as a condition of them remaining at the School and to give their full co-operation. They understand that if the Head, acting on information, is of the opinion that they have failed to co-operate or if a test proves positive there may be no alternative to their Permanent Exclusion or Removal from the School.

The pupil while at school is a full member of the school community to whom the standard terms and conditions of the School and all other rules and regulations for the time being in force will apply.

First Signature **Second Signature**

Full Name Full Name.....

Relationship to Pupil..... Relationship to Pupil.....

Address..... Address.....

.....

.....

Telephone Telephone

Pupil's Signature..... **Head's Signature**.....

Pupil's Full Name.....