THE PERSE SCHOOL
CAMBRIDGE

Drugs, Substances & Smoking Policy

The Perse School

January 2026

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This policy applies to the Perse Upper School (the Upper School), the Perse Preparatory School (the Prep School) and the Perse Pelican Nursery and Pre-Preparatory School including the EYEFS setting (the Pelican 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, the Head of the Prep School or the Head of the Pelican School as appropriate.

References to the **Board of Governors** is to the proprietor of the School

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 the possession (as defined below); use / consumption (as defined below); supply (as defined below) of tobacco, drugs and substances (as defined below), whether or not the activity may constitute a criminal offence.

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 were 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.

It may therefore apply to social events outside of the school or conduct in the holidays.

3. Regulatory Framework

This policy has been prepared to meet the School's responsibilities under the:

- Education (Independent School Standards) Regulations 2014;
- Statutory Framework for the Early Years Foundation Stage (DfE, September 2024);
- Education and Skills Act 2008;
- Children Act 2989;
- Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR);
- Equality Act 2010; and
- Smoke-free (Premises and Enforcement) Regulations 2006.

This policy has regard to the following guidance and advice:

- Testing for substance misuse in schools (Medical Officers of Schools Association, June 2020);
- DfE and ACPO drug advice for schools (Department for Education and Association of Chief Police Officers, September 2012);
- Searching, screening and confiscation: advice for schools (DfE, updated July 2023);
- Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);
- Drug penalties guidance (Gov.uk); and
- PACE Code C 2019 (Home Office, updated December 2023).

4. 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 i.e. 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 taking / consuming or misuse.
- **Tobacco** means any tobacco-related product and / or paraphernalia including cigarettes, snus, cigars and pipes and any other smoking-related products such as tobacco and cigarette papers.
- **Smoking** means smoking tobacco or anything containing tobacco or smoking any other substance in a form in which it could be smoked. For the purpose of this policy, Smoking also refers to the smoking or vaping of e-cigarettes, cig-a-likes, or electronic vaporisers.
- **Possession** means any item 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 e.g. sale, exchange or sharing. It also includes the promotion / advertisement of supply.
- **Use** means the taking / consumption of tobacco, drugs or substances.

- **Misuse** means the unauthorised taking / consumption of tobacco, drugs or substances through which harm could occur and / or is in breach of the School rules and / or the law.
- **Substance abuse** means drug / substance taking which harms health and may be part of a wider spectrum of problematic or harmful behaviour.
- **Biological sample** means a sample of breath, saliva, hair or urine (as appropriate) provided by a pupil in accordance with the procedures set out in this policy.

5. Related Policies

The School has the following related policies:

- *Policy on Behaviour and Discipline;*
- *Permanent Exclusion and Removal: Review Procedure*;
- *Safeguarding and Child Protection Policy*;
- *Parent Contract*;
- *Policy on Alcohol;*
- *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; and
- *Upper School Rules* which contain a section on smoking and smoking materials.

Copies of these policies are available to parents in the 3-18 Information area of PersePortal.

6. School Rules

Pupils are forbidden from:

- Smoking inside or outside School premises, being in possession of tobacco, nicotine and nicotine substances, e-liquids, electronic cigarettes, cig-a-likes and vaping devices while in the care of the School or supplying tobacco to other pupils;
- Any production, possession, use or supply of drugs and substances; and
- Bringing the School into disrepute for any reason associated with tobacco or drugs or substances whether or not the pupil is in the care of the School at the relevant time.

Parents

- If a parent attending School premises appears to be under the influence of drugs or substances, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead.
- If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or substances, the member of staff should report the matter immediately to the Designated Safeguarding Lead or a member of the senior management team who may telephone the police.
- If the Designated Safeguarding Lead reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of drugs or substances, the child will not be released into the care of the parent and the Schools child protection procedures will be followed.

7. Smoking policy

The School operates a smoke free policy and a total smoking ban within its buildings, grounds and vehicles.

The total smoking ban applies to the whole School community including pupils, employees, volunteers, parents, visitors, members of the public and others working in or using the School's premises or vehicles, and the circumstances set out in paragraph 2 of this policy.

8. 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 tobacco, drugs and substances by members of the School, or the supply of these substances;
- Parents will be informed of any tobacco, drugs and substances-related incident that might affect their child, unless the School considers it inappropriate to do so and/or is prevented from doing so;
- 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 tobacco, drug and substances-related situations;
- The School will discourage the misuse of tobacco, 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 may face with regards to tobacco, drugs and substance and to help each pupil to develop the moral courage to reject social pressures that may be harmful to them; and
- The School will maintain an environment that is as free as possible of tobacco, drugs and substances and the paraphernalia, culture and temptation to use them.

9. The Implementation of the Policy

9.1 Education

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

The School educates pupils to understand:

a) The effect and risks associated with the use of tobacco, drugs and substances in relation to their health and well-being and the law; and

b) Possible criminal offences relating to their use.

In the Pelican School, Drug and harmful substances (including smoking) education is taught in an age-appropriate way in all year groups. The lessons will be delivered by the Pastoral Lead who teaches PSHE across the School.

In the Prep School, Drug and harmful substances (including smoking) education 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 and substances (including smoking) 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.

Staff receive appropriate training about tobacco, drugs and substances so that they are alert to the warning signs of drug misuse and can respond appropriately when pupils seek advice or assistance.

9.2 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:

- Pelican School: the Head, the Deputy Head or the Pupil's Class teacher.
- 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 Mental Health Lead, the Head of Lower School, Middle School or Sixth Form (as appropriate), the Head of Year and/or the pupil's tutor.

Parents themselves are asked to inform the Deputy Head (Pupil Development and Welfare), Prep Deputy Head or Pelican Deputy Head (as appropriate) if they have any reason to think that their child may have been involved with or affected by tobacco, drugs and substances, so that suitable advice, support and assistance can be given. If a parent reports their child as a user of nicotine, drugs or substances or a pupil themself does so and asks for help, the pupil is likely to be given at least one opportunity to reform their behaviour with appropriate support.

The School will provide pastoral support and safeguard any pupil for whom concerns have been raised. This may include working with external agencies (e.g. Child and Adolescent Substance Use Service - CASUS) and making referrals to Children's Social Care where necessary.

However, each case will be given careful consideration in light of its individual circumstances. Support will always be offered, and the Head will consider appropriate strategies to help the pupil understand the behaviour expectations of the School and how to comply with them. The Head will make a decision as to whether or not the School's disciplinary procedure is to be followed, and whether or not, to request that the pupil submits to a supportive regime which may include counselling, re-education and further testing at frequencies determined by the Head.

If discussions raise child protection issues, these will be dealt with in accordance with the School's *Safeguarding and Child Protection Policy*.

9.3 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. Suspected severe impairment 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.

9.4 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.

9.5 Investigation

9.5.1 Every complaint, allegation or rumour or observation of pupil behaviour in relation to involvement with tobacco, 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 properly investigate fully anonymous letters or emails.

9.5.2 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 or Pelican Schools) 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 11 below).

9.5.3 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 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 10 below).
- The pupil may be asked to take a drugs test by giving a biological sample as outlined in paragraph 9.6.1 below.
- The pupil's parents will be informed as soon as practicable after it becomes clear that the pupil may face disciplinary action for a serious breach of discipline, unless the School is prevented from doing so by the police and/or social care if they are involved.

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

9.5.5 Sanctions which may be applied under this policy are set out under paragraph 12 below.

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

9.6 Testing for drugs and / or substances

9.6.1 **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 9.2 above) 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.

9.6.2 **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.

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

- To identify users;
- 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.

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

9.6.5 **Consent to testing**: The relevant consent to a test is that of the pupil rather than their parent(s) provided that they are of sufficient maturity and understanding and give their informed consent in writing. Where a pupil is not deemed to have sufficient maturity or understanding or to be fit to give informed consent themselves, then consent will be sought from a parent.

- 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.

9.6.6 **Refusal**: If a pupil refuses to provide a biological sample, they will be asked to say why they have refused. Where a pupil is of sufficient maturity, the School will be entitled to draw appropriate inferences from their response and general demeanour. 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.

9.7 **Result of the test**:

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

9.7.2 If the result is negative, no further action will be taken by the School.

9.7.3 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 biological sample to be required for independent analysis.

9.7.4 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.

9.7.5 The result of any test analysed at an independent laboratory as requested under paragraph 9.7.4 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.

9.7.6 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 Nurse to destroy the duplicate sample.

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

10. Searches for drugs, substances and related paraphernalia

Searches for drugs, substances and related paraphernalia will be carried out in accordance with the School's *Behaviour and Discipline Policy*. A copy of this policy is available to parents in the Whole School Information: Policies area of PersePost.

School staff can search a pupil for drugs or substances if they agree. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

When exercising their powers, consideration will be given to the age and needs of the pupil being searched, including the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.

If a pupil refuses to co-operate with a search, school staff should assess whether it is appropriate to use reasonable force to conduct a search without their co-operation and in accordance with the School's *Behaviour and Discipline Policy.*

The School will retain, dispose of or destroy tobacco and smoking equipment.

11. Police Involvement

The School may decide to request the involvement of the police from the outset. The School uses this document in deciding whether to report to the police: when-to-call-the-police--guidance-for-schools-and-colleges.pdf

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.

The Designated Safeguarding Lead will take a lead role in all cases where a pupil is detained and questioned by the police, to ensure that the pupil is supported by an appropriate adult in line with PACE Code C (Code of Practice for the detention, treatment and questioning of persons by Police Officers). The role of the appropriate adult is to:

- support, advise and assist the pupil when they are given or asked to provide information or to participate in any procedure;
- observe whether the police are acting properly and fairly to respect the pupil's rights and entitlements, and inform an officer of the rank of inspector or above it they consider that they are not;
- assist the pupil to communicate with the police whilst respecting their right to say nothing unless they want to; and
- help the pupil to understand their rights and ensure that those rights are protected and respected.

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 it believes 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 and Pelican) 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.

The School will retain, dispose of or destroy tobacco and smoking equipment.

12. 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*.

- For a serious breach, or persistent breaches in relation to smoking, drugs or substances, a pupil may be permanently excluded or removed from the School.
- Any pupil producing or supplying drugs or substances should expect to be permanently excluded even if they are about to sit public examinations.

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.

13. Training

The School ensures that appropriate guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers are alert to the warning signs of drug misuse and smoking, understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles and respond appropriately when pupils seek advice and guidance.

The School will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a pupil who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.

The level and frequency of training depends on the role of the individual member of staff.

14. 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*.

Sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs.

The records created in connection with this policy may contain personal data. The School's use of personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

15. 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) or Deputy Head (Pelican) where appropriate. The Governors will authorise any necessary amendments.

16. 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, and any measures put in place will be regularly reviewed.

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.

17. Version Control

Date of adoption of this policy	6 January 2026
Date of last review of this policy	December 2025
Date for next review of this policy	December 2026
Policy owner (SLT)	Deputy Head (Pupil Development and Welfare) (Upper School) / Deputy Head (Prep) / Deputy Head (Pelican)
Authorised by	Jonathan Scott On behalf of the Board of Governors
Circulation	Governors / all staff / parents / pupils [on request] Published PersePortal and available from the School Office on request

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Registered Office: The Perse School Hills Road Cambridge CB2 8QF
Registered Charity: No. 1120654

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 an appropriate biological sample to be tested. Any sample will be produced under supervision of the nurse. The biological sample 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, an appropriate biological sample and a duplicate sample will be taken by the School Nurse.

6. The School Nurse will transfer the sample and duplicate 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 Sample (Urine only)*

   (Acknowledgement by Pupil) "This is my biological sample, 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 themself

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 3 - Drugs Screening Test Form** will be completed, and signed by the School Nurse, by the members of school staff, and by the pupil.

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 in the Medical Centre 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 Nurse to destroy the duplicate sample.

Appendix 2 - Procedure for testing – Supportive regime

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1. The Head will authorise the biological 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. At least 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 biological sample to be tested. Any sample will be produced under supervision of the nurse. The sample 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, a biological sample and duplicate sample will be taken by the School Nurse.

6. The School Nurse will transfer the sample and duplicate 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 Sample (Urine only)*

   (Acknowledgement by Pupil) "This is my biological sample, 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 themself

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 Nurse, by the members of school staff, and by the pupil.

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 the Medical Centre 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 Nurse to destroy the duplicate sample.

Appendix 3 - Drugs screening test form - Investigation

SECTION A: AUTHORISATION

Name of Pupil: .....

School Term: ..... 202_

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 biological 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 biological 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 biological sample 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:

Appendix 3 - Drugs screening test form - Investigation

SECTION C: THE BIOLOGICAL SAMPLE

Date of Sample: ..... Time Sample Provided: .....

Temperature of Sample (urine only): .....

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

School Nurse: ……

Senior Staff: ..... Supporting Staff: .....

I agree to my biological 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 themself. 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:

Appendix 4 - Drugs screening test form – Supportive regime

SECTION A: AUTHORISATION

Name of Pupil: .....

School Term: ..... 202_

Date of Consent to Supportive Regime: .....

*In accordance with paragraph 1 of this pupil's Supportive Regime, I require them to provide a biological 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 biological 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 themself. 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 biological sample 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 BIOLOGICAL SAMPLE

Date of Sample: ..... Time Sample Provided: .....

Temperature of Sample (urine only): .....

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

School Nurse: ……

Perse Senior Staff: ..... Supporting Staff: .....

I agree to my biological 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 themself. 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:

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, Substances and Smoking Policy*, as follows

.....

.....

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 biological sample as defined in paragraph 4 of the School's *Drugs, Substances and Smoking Policy* provided by the pupil and 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 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/Form 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 *Drugs, Substances and Smoking Policy*, with which parents/guardians will have been issued before signing this consent. The outcome of the tests, whether positive or negative, will not form part of the pupil's permanent medical record.

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.....	