



Drug Offences Policy

Definitions

This policy refers to illegal drugs such as cannabis, ecstasy, heroin, crack/cocaine, LSD and mephedrone, the abuse of solvents, other substances taken specifically to change mood and/or behaviour, (including so called 'legal highs', the use of nitrous oxide, and new psychoactive substances) and the inappropriate use of prescribed drugs. There are separate policies on alcohol and tobacco.

Pupils are not permitted to be involved with these drugs in any way whenever Millfield is *in loco parentis*. Therefore this policy may also apply to involvement with illegal drugs outside school where the reputation of the school is affected, where pupils have supplied drugs or where the Headmaster or Deputy Head (Pastoral) is satisfied that drug abuse away from school is having an effect on the pupil or others in school.

This policy does not apply to prescribed medicines that are used in accordance with medical guidance. The controls around prescribed medications are detailed in the [Care of the Ill Boarder](#) guidance. The Term and Conditions of entry state that a pupil may be given the opportunity to provide a biological sample under medical supervision if involvement with drugs is suspected.

The school co-operates with other agencies such as police, social services, health and drug agencies.

Aims

In formulating our policy on drug abuse we have the following aims:

- to safeguard physical and mental health of all pupils in line with the [Safeguarding and Child Protection Policy](#)
- to ensure that young people are in a fit and proper state for education at Millfield
- to promote personal integrity, an ethical community and respect for the law
- to ensure compliance with criminal law

Drug Education

Millfield provides a planned drug education curriculum as part of PSHEE. Details can be found in the [PSHEE Scheme of Work](#).

We encourage pupils to discuss any anxieties about drugs with their Houseparent initially. Parents are also welcome to discuss any concerns that they have with Houseparents, Heads of Year or any senior member of staff. If pupils wish to have a confidential discussion about matters relating to drugs, they should see the School Doctor, the Counsellor or the Chaplain. Details of a national drugs helpline are published on house noticeboards.

House councils, year councils and school council may offer feedback with regards the Drug Offences Policy; this feedback will be taken into account when reviewing the policy in future.

Houseparents are encouraged to use professional development opportunities to expand their knowledge of this area, and periodically training is held at Millfield (delivered by Dave Parvin of Drug Sense).

Millfield School does not endorse the use of sports supplements, and will only authorise the use of specific sports supplements if there is an identified need for the pupil in question. Millfield School will provide ongoing nutritional guidance and support where needed from the Millfield Institute of Sport and Wellbeing (MISW).

Involvement with Drugs

Involvement with drugs could include possession of drugs, use, supplying, dealing, possession of the paraphernalia of drug use or overt support for the drug culture. Millfield will always take action if there is reasonable suspicion that pupils are involved with drugs. Reasonable suspicion would include any indication of drug abuse as well as, association with pupils who are known to have used drugs, rumour or complaint from a third party.

If a pupil is suspected of involvement with drugs, staff will give consideration to the Drug Investigation Flowchart. Typically the pupil's Houseparent or Head of Year will interview them initially. A search of the pupil's room and personal property may be undertaken if we consider that such a search is for the purpose of 'safeguarding or promoting a child's welfare' under section 3 (5) of the Children Act 1989. Any search will be conducted in line with our [Search Policy](#).

If a pupil is found using drugs or in possession of drugs, s/he is reported to the Deputy Head (Pastoral) immediately and typically the pupil will be suspended from school pending the Headmaster's decision. In these circumstances, no drug test is necessary. Staff should ensure that storage of any drugs found follows the guidance below. Headmaster and Deputy Head (Pastoral) will consider the involvement of the police depending on the scale and type of any drugs found, and any confirmed sale of drugs at Millfield.

If a pupil is rumoured to be using drugs, staff should inform the Deputy Head (Pastoral) or Head of Year. The most likely course of action would be for the Houseparent to have a non-disciplinary conversation with the pupil about the rumours and to speak to parents afterwards. Following these discussions the Houseparent should report back to Deputy Head (Pastoral) or Head of Year to consider what action, if any, should be taken.

A Houseparent can decide to conduct a room search without permission from senior staff. This should only be done if the Houseparent believes there is cause for concern and should follow the guidance issued to Houseparent's on how to conduct a room search.

If there are grounds for suspicion the pupil will be given the opportunity to undergo a test, or tests (in line with the Millfield terms and conditions). Failure to offer a sample may result in further disciplinary action. A clear procedure for the administration of these tests has been agreed, details of which are available to any parent on request. The pupil's parent or guardian will be informed.

If pupils are found in possession of drugs, or admit to having taken such drugs they will normally be required to leave Millfield. If a pupil has shared or sold drugs (as defined in the first paragraph) they can expect to be expelled. The Head may decide to involve the police who, if necessary, will be invited to interview the pupil at School in the presence of his/her parent or Houseparent.

Drug Testing Procedure

If there is reasonable suspicion to initiate a test, Houseparent contacts Headmaster, Deputy Head (Pastoral) or Head of Year and explains the situation. Headmaster or Deputy Head (Pastoral) decides whether there is sufficient cause for concern to justify testing. The following process is then followed:

1. If Headmaster or Deputy Head (Pastoral) decide that Drugwipe is to be administered then Deputy Head (Pastoral) will complete the test with Head of Year present. If the result is negative the pupil should resume their normal activities as appropriate. If the result is positive a statement accepting drug use may be forthcoming. This should be written down (go to point 9). If a pupil does not accept the positive result a urine test should be administered immediately.
2. If Headmaster, or Deputy Head (Pastoral) decide that a urine test is necessary then Houseparent and Head of Year (or appropriate substitute):
 - Arrange earliest test time with Medical Centre.
 - Parents should be informed if possible. However, the timing of the test will not be delayed to enable parents to attend.
 - Accompany the pupil (with parent if present) to the Medical Centre.
3. **Urine test** is administered by medical staff in the presence of Houseparent according to the Millfield Chain of Custody collection procedure.
4. When the Medical staff have completed the test, and are satisfied that the Chain of Custody procedures have been properly observed, the pupil leaves the Medical Centre with the Head of Year and Houseparent who decides where the pupil should go next depending on emotional state.
5. The Houseparent will continue to offer support and involve the school counsellor if necessary.
6. Headmaster receives written confirmation of test result from laboratory within 3 – 5 working days. This result will be stored on the pupil file in the Headmaster's office.
7. Deputy Head (Pastoral), Head of Year and Houseparent are told the result immediately.
8. If negative: Houseparent tells pupil and parents, informs Head of Year.
9. If positive (or if there is a statement accepting of drug use following a Drugwipe):
 - Pupil is interviewed in usual way (Houseparent/Head of Year).
 - A meeting between Houseparent/Head of Year and Deputy Head (Pastoral) will be convened to decide course of action. If appropriate the pupil will be suspended, pending the Headmaster's decision. Headmaster will inform the Chair of Governors of the outcome in the event of a positive test.

A pupil may be placed on a random drug testing protocol by the Headmaster for various reasons; such arrangements will always be reviewed after one year. The Deputy Head (Pastoral) or Head of Year will signal when a test is due and inform the medical centre. If a Houseparent has strong grounds to have a pupil, who is on such a protocol, tested they should contact the Deputy Head (Pastoral).

Storage of Drugs Found at Millfield

All drugs found at Millfield should be;

- Handled by staff wearing gloves (provided in Search pack)
- Placed in evidence bags and clearly labelled
- Given to Deputy Head (Pastoral) immediately or placed in a house safe if directed to do so
- Deputy Head (Pastoral) will pass the drugs to the local police following the completion of any investigation and lock the drugs away in his office in the meantime

References

DFE and ACPO drug advice for schools September 2012

CPS

Reviewed: July 2014

Reviewed: April 2015

Reviewed: September 2015

Reviewed: February 2016

Next review: February 2017

DRUG INVESTIGATION FLOWCHART

SUSPICION RAISED

Pupil, parent, reasonable suspicion by staff



Key staff to meet to discuss 'reasonable suspicion'

HP/HOY/GT/CPS/ASC if possible

Strategy devised



HP conversation of 'reasonable suspicion' with pupil



ROOM SEARCH



REFERRAL TO CPS / HOY

Possible test

If urgent and obvious
(i.e. pupil clearly showing signs of altered state of mind)

