









pastoral care, detection of users and an appropriate sanctions policy.

**2. Education:** We educate all pupils to understand that the use of drugs and substances is a criminal offence and will be harmful to their health, integrity, independence, family and other relationships, opportunities and careers and will damage the society in which they live. We educate pupils through the PSHE programme, Tutor time and by means of lectures from specialists in the field or by those who have experienced difficulties.

**3. Pastoral Care:** We encourage all pupils to discuss their anxieties about drugs or substances with any member of staff or the School Counsellor, although confidentiality cannot always be guaranteed and will depend upon the specific nature of the concern raised. Matters brought to the Foundation's attention by a pupil or their parents may, at the discretion of the Head of the relevant School (the Head), be "ring-fenced" from disciplinary sanctions or adverse report. In such cases the relevant School will work with the family to address the issues raised, which may include the pupil being placed on a Stage 1 Supportive Regime (Appendix 1). A pupil who is suspected of involvement with drugs or substances outside this context will face disciplinary consequences, coupled with a requirement to subscribe to a Stage 2 Supportive Regime (Appendix 2).

The Foundation is acutely aware of the potential dangers posed to pupils who are tempted to use substances such as dietary or body building supplements which, though not illegal, may be detrimental to a pupil's health. PSHE courses and other education initiatives seek to inform pupils of the dangers of misuse of such substances and the Medical Centre staff monitor the ongoing development and circulation of such substances.

If a pupil is found to be using one of these substances, the Foundation will support the pupil and his/her family in managing the situation to ensure, as far as possible, that safe and healthy choices are prioritised.

**Detection:** Every complaint or report of involvement with drugs and substances will be followed up and investigated. The Foundation reserves the right to inform the Police or any other external agency as appropriate. A pupil suspected of any involvement with drugs and substances must expect, at minimum, to be suspended.

**4. Drug use and sport:** The Foundation prides itself on its sporting ethos and commitment to fair play and

honesty. Any pupil found to have taken, or who is suspected of having taken performance enhancing drugs (including but not limited to supplements, stimulants and analgesics) as identified in the World Anti-Doping Association's "prohibited list" [https://www.wadaama.org/sites/default/files/resources/files/2016-09-29\\_-\\_wada\\_prohibited\\_list\\_2017\\_eng\\_final.pdf](https://www.wadaama.org/sites/default/files/resources/files/2016-09-29_-_wada_prohibited_list_2017_eng_final.pdf), is liable to be tested by the Foundation as per this Policy.

A positive result will be reported to the governing body of the relevant sport and, in line with this policy, the pupil will additionally be expected to sign up to a Stage 2 supportive regime. The Foundation will support and enforce the sanction imposed by the governing body, and may seek to impose additional sanctions if deemed appropriate. Refusal to take a test for these substances may be regarded as a disciplinary offence and the Foundation may proceed as if there had been a positive test.

## TESTING FOR DRUGS AND OTHER SUBSTANCES

**1. Biological sample:** If there is **reason to suspect** that a pupil has been involved with drugs or substances, s/he may be asked to supply, under medical supervision, a biological sample for analysis e.g. urine test. The reason for this policy is:

1.1 To deter the use of drugs and substances

1.2 To identify users

1.3 To absolve those who have been wrongly suspected.

Reason to suspect use of drugs, or other substances, may arise as a result of information or a complaint received or because of a pupil's behaviour.

If the incident comes to light but a drugs test cannot be relied upon as an indication of whether the pupil has taken a drug or substance, then other evidence may be relied upon in allowing the Head to make his/her determination.

**2. Informed Consent:** The relevant and lawful consent to a drugs or substance test is that of the pupil rather than their parents, even if the pupil is under 16 years of age, provided s/he is of sufficient maturity and understanding and gives his/her informed consent in writing.

**3. Notifying Parents:** Reasonable endeavours will be made to notify a parent, guardian or education guardian of the requirement for a biological sample and the reasons for that requirement.



**4. Medical Supervision:** The urine sample, or other biological sample, will be taken under medical supervision, normally by a qualified nurse from the Foundation Medical team. A senior member of the School's management team (the Supervisor) will be present to "supervise" the process and the pupil's Housemaster/mistress/House Parent or Senior Tutor will also support the pupil. The process will be explained to the pupil by the medical supervisor. All due care will be taken to respect the pupil's privacy and human rights. PLEASE NOTE that the pupil will be accompanied to the bathroom but will be alone in the cubicle when a sample is provided.

**5. Refusal:** If a pupil refuses to provide a urine sample or other biological sample, s/he will be asked to say why s/he has refused. Where possible, parental support will be sought to help the pupil make his/her decision and to understand the consequences of refusing to consent to a test. PLEASE NOTE that if the pupil refuses to provide a biological sample, where the Foundation has reason to suspect a pupil has been involved with drugs or other substances, refusal will be deemed to be an admission of having taken drugs or other substances. In such cases the matter will be dealt with in accordance with this policy where the consumption of drugs and/or other substances has been proven.

**6. Testing Procedures** will be in accordance with standard good practice:

6.1 When the biological test involves a urine sample being taken, the test will be in two parts. Care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated;

6.2 The pupil will provide a sample into a commercially available urine testing cup which will within 5 minutes indicate the presence of a drug or substance;

6.3 This testing will take place in the pupil's presence. If the result is negative the remainder of the sample will be destroyed in the presence of the pupil;

6.4 If the initial test of the sample gives a positive or ambiguous result the remainder of the sample will then be sent immediately and securely to a recognised independent laboratory for analysis;

6.5 The Supervisor will organise the paperwork. The pupil will be asked to sign various seals and documents which confirm that the specimens are his/hers. The pupil will also be asked to sign a

form which signifies that s/he has been satisfied with the collection and testing procedure and gives consent for the results of the test being made available to the Head.

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

**8. Outcome:** When the Foundation receives the laboratory report:

8.1 Reasonable attempts will be made to notify a parent (or guardian, where appropriate) by telephone and they will be provided with a copy of the lab report.

8.2 If the result is positive, the pupil or parent may request that a further independent analysis is undertaken;

8.3 If there is a discrepancy between the result of the initial test and the result from the laboratory, the pupil's original signed account, together with the signed accounts of other pupils will be taken into account when making a decision about any disciplinary action to be taken.

**9. Payment for drug tests:**

9.1 The Foundation will pay for the initial drugs test at the medical Centre, and for the subsequent confirmatory test at the laboratory. Further tests as part of the Supportive Regime (Stage 1 or Stage 2) will be paid for by parents.

## SUBSEQUENT ACTION

### Procedure

The Foundation will treat a positive test from the laboratory as evidence that the pupil has been using drugs. Where the test result is positive the Head will act in accordance with:

1. The School's disciplinary procedures, as set out in the Promoting Positive Behaviour Policy and associated Expectations and Standards document (Mill Hill School and the Mount Mill Hill International only);

2. The Foundation's Searches Guidance and,

3. The Foundation Expulsion, Removal and Review Policy

### Decision on how to proceed

Once the outcome of the investigation is known, the Head will determine the course of action to be taken, which may involve the case being heard at

a Disciplinary Meeting. In all cases the full range of sanctions will be considered, including expulsion from the Foundation.

Where a drugs test is positive or the pupil has refused to provide a biological sample, the Head will proceed in accordance with the Foundation's disciplinary procedures and the The Foundation Expulsion, Removal and Review Policy.

### **Disciplinary meeting**

The Disciplinary Meeting will take place in accordance with the Foundation Expulsion, Removal and Review Policy. The Disciplinary Meeting will be with the Head, the pupil and their parents. The Head will determine his/her findings, on the balance of probabilities, and the appropriate sanction and will inform the pupil's parents within 24 hours of the meeting.

### **Level of sanctions:**

**Level 1:** ANYONE FOUND TO HAVE CONSUMED DRUGS OR SUBSTANCES OFF THE SCHOOL SITE AND WHO SUBSEQUENTLY RETURNS A POSITIVE RESULT WHEN TESTED MUST EXPECT TO BE PLACED ON A STAGE 2 SUPPORTIVE REGIME (see below) AND MAY FACE SUSPENSION, DEPENDING UPON THE CIRCUMSTANCES

**Level 2:** ANYONE POSSESSING OR USING DRUGS OR SUBSTANCES ON THE FOUNDATION SITE MUST EXPECT TO BE SUSPENDED AND PLACED ON A STAGE 2 SUPPORTIVE REGIME UPON HIS/HER RETURN TO SCHOOL.

**In both cases (Level 1 and 2):** DEPENDING UPON THE CIRCUMSTANCES, ESTABLISHED AFTER A FORMAL INVESTIGATION, THE FOUNDATION RESERVES THE RIGHT TO EXPEL A PUPIL INVOLVED IN THE POSSESSION OR USE OF A DRUG OR SUBSTANCE.

**Level 3:** ANYONE FOUND TO BE SUPPLYING DRUGS OR SUBSTANCES (OR WHO IS CONCERNED WITH THE SUPPLY OF DRUGS OR SUBSTANCES), AFTER A FORMAL INVESTIGATION, MUST EXPECT TO BE EXPELLED IMMEDIATELY EVEN IF HE/SHE IS ABOUT TO SIT PUBLIC EXAMINATIONS.

In addition to any formal sanction that may be imposed, the Foundation reserves the right to withdraw a pupil from an activity/School trip where there are concerns about a pupil's trustworthiness. In such circumstances, there will be no refund due of monies paid towards the activity/trip.

In determining the level of sanction, the class of drug will always be taken into account and may result in a more serious sanction being imposed. For example, possession or consumption of a Class A drug will, in all probability, lead to a more significant sanction

than possession or consumption of a Class C drug (see Appendix 3 for the standard classification of drugs). In all cases, the Head will take reasonable account of the circumstances of a case and make his/her decision on the balance of probabilities.

PLEASE NOTE: The Foundation reserves the right to inform the Police in relation to any of these incidents.

### **Pupils on a Supportive Regime**

For pupils who have been placed on a Supportive Regime (Stage 1 or Stage 2), the following process will be followed:

a) Pupils will be regularly tested for drugs and other substances every term for at least THREE terms;

b) Whilst pupils are able to give consent for these tests, the Foundation will make contact with parents to inform them that a test is taking place (where possible, in advance of the test);

c) Pupils will be required to give a biological sample, usually urine, under controlled circumstances in the Medical Centre. The test will be overseen by a senior member of staff and the pupil will be supported by their Housemaster/mistress/House Parent or his/her Senior Tutor. PLEASE NOTE that the pupil will be accompanied to the bathroom but will be alone in the cubicle when a sample is provided;

d) The outcome of the test will be communicated to the pupil's parents as soon as possible after the test;

e) In the event that the test returns a negative result, this will be recorded and the pupil will return to lessons. In those cases where a positive result is returned, the sample will be split and sent to the laboratory for confirmation of the result. The pupil will remain in the Medical Centre and the matter will be investigated by a member of the Senior Management Team.

The pupil's parents will be informed as soon as reasonably and practicably possible;

f) The Head will be informed of the initial result of the test and will decide what action, if any, should be taken (for example suspension of the pupil until the outcome of the second test is known);

g) The outcome of the second test will determine any subsequent disciplinary action which will be in accordance with this policy.

### **Governors' Review**

If the decision is that the pupil should leave the



Foundation, their parents may request a Governors' Review within 7 days of the decision being notified to them. The decision of the Review panel is final and will be notified to the pupil's parents within 3 days of being made.

## POLICY ON ALCOHOL

### AIMS

To have regard for legislation governing the provision, purchase and consumption of alcohol by children and young persons, the requirements of Health and Safety, Food Safety and Alcohol Licensing;

To ensure good management of the Foundation's facilities;

To inform Governors, staff, and parents of pupils of the limited circumstances where a pupil who is over 16 may consume alcohol when under the care of the Foundation.

### EDUCATION

Pupils will be made aware of the dangers to health, the family, school and community of the abuse and misuse of alcohol through the curriculum, including PSHE, assemblies, workshops and special events, visiting speakers. Parents will also be invited to talks from visiting speakers.

### RULES RELAIN TO ALCOHOL

1. No pupil may purchase alcohol, bring alcohol onto the Foundation site, supply or be concerned with the supply of alcohol to other pupils or arrive at a Foundation function having clearly consumed alcohol;

2. Alcohol may only be consumed by Sixth Form pupils at a Foundation event or when on a Foundation trip in the following specific circumstances: when eating a formal table meal (with knives and forks) under staff supervision where specific permission has been given for a "Limited Consumption" (no more than two standard glasses of wine (125 ml) or one pint of beer). Pupils may not, under any circumstances, whilst at the Foundation, in the care of the Foundation or in School uniform, consume spirits;

3. No boarders may return to the Boarding House intoxicated; this is regardless of whether the pupil is of the legal age permitted to consume alcohol;

4. The Head hereby authorises any member of the teaching staff and also other staff (or volunteers) who have control or charge of pupils to purchase and provide alcohol for "Limited Consumption" by Sixth Form pupil/s when eating a formal table meal, such as on a Foundation trip or at a Foundation event;

### 5. Public Houses:

a) Public Houses ('Pubs') and other Licensed Premises for the sale and/or consumption of alcohol are out of bounds to pupils when under the Foundation's care and control, including during his/her journey to and from the Foundation;

b) Public Houses ('Pubs') and other Licensed Premises for the sale and/or consumption of alcohol are out of bounds to pupils when on a Foundation trip unless with the specific authorisation of a member of the teaching staff or other staff (including volunteers) who have the control or charge of pupils on that he Foundation trip;

c) The Three Hammers pub is out of bounds to all pupils throughout the Foundation term.

6. The Foundation reserves the right to breathalise pupil(s) who a teacher or other member of staff or volunteer reasonably believes to be intoxicated. The outcome of the test will determine subsequent action to be taken. If a pupil refuses to undertake the test, s/he will be asked to say why s/he has refused. Where possible, parental support will be sought to help the pupil make his/her decision and to understand the consequences of refusing to consent to a test.

PLEASE NOTE that if the pupil refuses to undergo a breathalyser test, where the Foundation has reason to suspect the pupil has been involved with alcohol, refusal will be deemed to be an admission of having consumed alcohol. In such cases the matter will be dealt with in accordance with this policy where the consumption of alcohol has been proven.

7. Failure of a pupil to comply with this Alcohol Policy will result in an appropriate sanction in accordance with their School's Expectations and Standards, Behaviour or other relevant Policy;

8. The sanction imposed will be considered on an individual basis and will take account of the nature and seriousness of the particular situation;

9. A pupil who is present with another pupil who is in contravention of this Alcohol Policy, may also receive an appropriate sanction.

**Last Review:** February 2020

Next Review: February 2021

By Resolution of the Governors' Pastoral Committee





## Appendix 1

### MILL HILL SCHOOL FOUNDATION (THE FOUNDATION) DRUGS AND SUBSTANCE ABUSE STAGE 1 SUPPORTIVE REGIME CONSENT FORM

Date : \_\_\_\_\_

Full Name of Pupil : \_\_\_\_\_

Pupil's Date of Birth : \_\_\_\_\_ Age Now : \_\_\_\_\_

1. I have made an admission of having used a drug or substance in breach of the Foundation's policy and disciplinary rules (although I have not been involved in a disciplinary incident).

2. The Head has offered me a **Stage 1 Supportive Regime** under which:

2.1 For an appropriate length of time determined by the Head, which will be no less than three terms, without obligation on the part of the Foundation, I may at any time be asked to provide a biological sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood.

2.2 I understand that I may be asked to provide a biological sample at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.

2.3 I will be offered a package of pastoral support by the Foundation, in addition to the testing regime

3. I agree to be subject to this regime and to co-operate with the Foundation in every respect. I understand that the Foundation will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.

4. I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to follow the **Stage 2 Supportive Regime** and ultimately I could be required to leave The Foundation.

**Signed:** \_\_\_\_\_

#### Declaration of Parents/Guardian/Education Guardian

**I/WE the undersigned have read the Foundation's Policy on Smoking, Alcohol, Drugs and Other Substance Abuse, and this Appendix. For my/our part, I/we accept the Head's offer of a Stage 1 Supportive Regime for the above named pupil, as described above.**

I/We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test.

Signed:	Date:	Signed:	Date:
Full Name:		Full Name:	
Relationship to Pupil:		Relationship to Pupil:	





## Appendix 2

### MILL HILL SCHOOL FOUNDATION (THE FOUNDATION) DRUGS AND SUBSTANCE ABUSE STAGE 2 SUPPORTIVE REGIME CONSENT FORM

Date: \_\_\_\_\_ Full Name of Pupil: \_\_\_\_\_

Pupil's Date of Birth: \_\_\_\_\_ Age Now: \_\_\_\_\_

1. As a result of a disciplinary investigation and the subsequent drugs test I have been found to have used a drug or other substance in breach of the Foundation's policy and disciplinary rules.

2. The Head has offered me a **STAGE 2 Supportive Regime** under which:

2.1 For an appropriate length of time determined by the Head, which will be no less than three terms, without obligation on the part of the Foundation, I may at any time be asked to provide a biological sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood.

2.2 I understand that I may be asked to provide a biological sample at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.

2.3 I will be offered a package of pastoral support by the Foundation, in addition to the testing regime

3. I agree to be subject to this regime and to co-operate with the Foundation in every respect. I understand that the Foundation will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.

4. I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the Foundation.

**Signed:** \_\_\_\_\_

#### Declaration of Parents/Guardian/Education Gardian

**I/WE** the undersigned have read The Foundation Policy on Smoking, Alcohol, Drugs and Other Substance Abuse, and this Appendix. For my/our part, I/we accept the Head's offer of a Stage 2 Supportive Regime for the above named pupil, as described above.

I/We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test.

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

Full Name:	Full Name:
Relationship to Pupil:	Relationship to Pupil:
Date:	Date:



## Appendix 3

### Drug Classifications

In the UK, illegal drugs are classified into three main categories. They can be Class A, B or C, with A attracting the most serious punishments and fines.

Each drug is designated as controlled under the Misuse of Drugs Act 1971 and is allocated to a class based on the harm it is considered to cause.

Under the Misuse of Drugs Act, it is an offence:

- to unlawfully possess a controlled drug
- to possess a controlled drug with intent to supply it
- to unlawfully supply (sell/give/share) a controlled drug
- to allow premises you occupy or manage to be used for the smoking or use of drugs

The table below categorises drugs by Class: A, B and C and shows the sentences for possession/supply and production if found guilty in a court of law.

		Possession	Supply & Production
A	Crack cocaine, cocaine, ecstasy (MDMA), heroin, LSD, magic mushrooms, methadone, methamphetamine (crystal meth)	Up to 7 years in prison, an unlimited fine or both	Up to life in prison, an unlimited fine or both
B	Amphetamines, barbiturates, cannabis, codeine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (e.g. mephedrone, methoxetamine), ketamine	Up to 5 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both
C	Anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), khat	Up to 2 years in prison, an unlimited fine or both	Up to 14 years in prison, an unlimited fine or both

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