



**St John Plessington  
Catholic College**

**DRUGS EDUCATION AND DRUG  
RELATED INCIDENTS POLICY**

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## **Drugs Education and Drug Related Incidents Policy**

### **Policy Development**

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.
- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2013 Temporary Misuse of Drugs Act (concerning so called Legal-Highs).
- 2016 Bill on New Psychoactive Substances.

This policy was written by the Designated Safeguarding Leader at the school.

The section of this policy covering dealing with drug related incidents was developed in close consultation with the DHT: Pastoral.

### **Policy Review**

This policy will be reviewed every 2 years with the next review due in July 2018

# Drugs Education and Drug Related Incidents Policy

## Policy Development

### **1. THE ROLE OF THE SCHOOL**

As part of the schools statutory duty to promote pupils' wellbeing, SJP has a clear role to play in preventing drug misuse. This is recognised as an essential part of the schools' pastoral/safeguarding responsibilities. The fundamental role of the school is to create a safe and productive environment for all. Nothing in this document is intended to extinguish an individual's right to lawful privacy.

### **2. SCHOOL DESCRIPTION**

SJP is an all ability co-educational school with approximately 1500 students on roll. We believe that children come to school to work, progress and to learn to live together. The school community is committed to a high degree of caring so that students can feel secure and happy, and can relate easily to other people. We aim to enable students to become mature, self-confident and self-motivated adults who can be successful in a changing world.

### **3. VALUES AND ETHOS**

Our aim at SJP College is to create a caring, challenging and purposeful environment which is committed to high standards and aspirations and in which the achievements and potential of every individual will be respected, encouraged and valued underpinned by Gospel values.

### **4. DEFINITIONS AND TERMINOLOGY**

Drugs as defined by the DfE as any substance that has the potential to affect how a person thinks, feels or behaves.

This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971/2010/2013 TCDO) e.g. cannabis, heroin, cocaine, LSD, ecstasy, amphetamines, magic mushrooms and khat.
- New Psychoactive Drugs. NPS. (now termed 'illegal Highs').
- All legal drugs including alcohol, tobacco, volatile substances, ketamine and amyl nitrites.
- All over the counter and prescription medicines.

### **5. POLICY PRODUCTION and APPLICABILITY**

This policy covers drug education, the content and delivery of which is the responsibility of the PSHE Co-ordinator, science curriculum team and ECM team through 'Healthy lifestyle days'. It also covers dealing with drug related incidents, which is the responsibility of the pastoral AHTs and DHT. These 2 areas are mutually supportive and aim to reduce the misuse of illegal or unauthorised substances amongst young people in our care.

This policy was devised using;

- Local Authority guidelines.
- DfE and ACPO Drug advice for schools 2012 documentation.

- Misuse of Drugs Act 1971.
- Misuse of Drugs Act 2010.
- 2016 Bill on New Psychoactive Substances.

This policy links to other school policies, including Behaviour policy, Safeguarding and Health and Safety.

This policy applies at all times on the school premises and extends to cover journeys to and from school. It also covers students on work experience, college placements and to all school trips, including those abroad.

## **DRUG EDUCATION**

### **6. DRUG EDUCATION AIMS**

Drug education aims to enable students to develop their knowledge, skills, attitudes and understanding about unauthorised, legal and illegal substances and appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

Drug education aims to:

- Provide accurate information.
- Correct misunderstandings.
- Build on knowledge and understanding.
- Explore attitudes and values towards drugs, drug use and drug users.
- Develop students' understanding of rules and laws.
- Develop students' interpersonal skills.
- Develop students' self-awareness and self-esteem.
- Explore the risks and consequences of their own and others' actions; and
- Be relevant to the needs of students and the school community.
- Inform students' of support both within and outside of school.

### **7. DRUG EDUCATION CURRICULUM DELIVERY**

Drug education is mandatory in accordance with the National Curriculum for Science for Key Stages 3 and 4. At SJP, the Drug Education Programme is delivered through PSHE and 'Healthy Lifestyle days'. The programme is co-ordinated by the teacher with responsibility for PSHE working in conjunction with our ECM team.

### **8. TEACHING**

Students need to feel confident and relaxed about discussing issues related to illegal substances. For this to happen teachers need to be confident and to use a range of strategies to help young people to discuss their ideas, thoughts and feelings openly. Different topics, age groups and contexts require different teaching strategies. Using a range of styles and techniques helps to ensure that all students have the opportunity to learn and to maintain interest. There are many techniques appropriate to the teaching of drugs education, including the following:

Developing ground rules, group work/paired discussion, depersonalised discussion, question and answer session, research, role play, case studies, theatre groups, video, question box, debate, surveys, questionnaires, quizzes, games and creative writing.

If outside speakers are to be used they are required to have achieved or be working towards achieving the LA's NCFE Level 2 Qualification in Basic Drug Awareness and its applications.

When planning to use outside agencies in the Drug Education Programme:

- The purpose, aims and objectives are clear.
- All visitors are aware of relevant school policies, including confidentiality and will abide by them.
- The way visitors will work is planned and agreed in advance.
- Times and equipment is planned in advance.
- The visitor will not be allowed to take responsibility for students without the teacher being present in the room.

## **9. RESOURCES**

A wide range of resources are used in school which:

- Avoid racism, sexism, gender and homophobic stereotyping.
- Portray positive images of a range of young people.
- Are adaptable for use with all students.
- Are factual and up to date.
- Encourage active and participatory learning methods and discussion identify sources of support, such as help-lines and services.

## **DRUG RELATED INCIDENTS**

### **10. MANAGING DRUGS IN SCHOOL**

SJP will not tolerate the use or possession of unauthorised legal or illegal controlled substances by students, staff or other members of the school community including parents, in school time, on school premises or off-site during school organised activities such as trips and work experience. This also extends to NPS, alcohol, tobacco, volatile substances, amyl nitrates, and substances that cause states of intoxication. This is not an exhaustive list and it will be reviewed in accordance with circumstances as they develop.

The Senior Leaders with responsibility for drug related incidents are pastoral AHTS and DHT. All drug related incidents will be reported to these people who will be responsible for co-ordinating the most appropriate response.

Drug related incidents will be dealt with fairly and with due regard for the facts as they present themselves, as well as the health, pastoral, educational and welfare needs of any person involved. In the first instance the possibility of a medical emergency will be considered.

Recording details of drug related incidents is essential and may be used by other agencies or in court proceedings. Detailed written reports should be recorded using the school incident report sheets. Disposal of confiscated items template can be found in **Appendix 1**.

### **Dealing with medical emergencies involving drugs**

If a young person has lost consciousness when suspected of taking drugs:

- Stay calm - some drugs act on the central nervous system in a way which makes it potentially dangerous to induce a state of agitation by shouting or over-reacting.
- Put the young person in the recovery position.
- Loosen clothing to assist the casualties breathing.
- Do not give anything to drink.
- Send for the First Aider (ring 192 and ask for SMT call out and make clear a first aider is needed).
- Check the casualties breathing regularly.
- Collect any evidence of what has been taken e.g. tablets, syringes and keep any vomited material.
- Wait for the first aid and reassure the casualty if they come around.

#### **If a young person is 'high' or hallucinating:**

- Be prepared for behaviour from depressed to very quiet to excitable and incoherent.
- Do not allow them to get into a dangerous situation.
- Sit them down in a quiet, well ventilated room.
- Talk to them quietly and calmly, reassure them.
- Send for the First Aider.
- Send for a member of SLT via on call (phone 192)

#### **Detection**

School must approach searching for illegal substances with sensitivity. The school reserves the right to use a variety of strategies to search for drugs as it is deemed necessary, based on a sound evidential basis for suspicion of wrong doing on school premises.

Staff may search school property such as students' bags if they believe illegal or unauthorised substances to be stored in them. This should be done only if there is reason to believe that the bag contains such a substance and with the agreement of a member of SLT.

#### **Personal searches and searches of personal property**

When a person is suspected of concealing illegal or unauthorised substances every effort should be made to persuade the person to hand over the substance in the presence of a second adult witness. A full note of the exchange should be made by the observing member of staff.

School has no legal obligation to report incidents involving illegal substances to the police, however, works in partnership with the local police and takes their advice and involves them appropriately. In all cases where a search of a student is deemed to be necessary parents will be contacted.

#### **Confiscation and disposal of unauthorised substances**

The law permits school staff to take temporary possession of a substance suspected of being an illegal substance for the purpose of preventing an offence from being committed; **provided that all reasonable steps are taken to destroy or deliver it to a person lawfully entitled to take custody of it.** Full notes of any confiscation will be kept by the observing member of staff.

## **Alcohol and Tobacco**

When confiscated parents/carers should normally be informed and given the opportunity to collect them, unless this would jeopardise the safety of the child.

**Volatile substances** may be dangerous and so school should arrange for safe disposal. Parents/carers should normally be informed unless this would jeopardise the safety of the child.

**Medicines** must be held in the First Aid room. Parents/carers should collect and dispose of any unused or date expired medicines, or school will dispose of them.

**Illegal Drugs / NPS** found on the school premises should be sealed in a plastic bag and labelled. They should be stored in a secure location that can be accessed by two members of SLT only. The police will be notified for disposal. If illegal substances are found, it is our legal duty to hand them to the police as a matter of urgency. **The police may then identify whether it is an illegal drug.**

Syringes require special attention. The Caretaker should wear appropriate protective clothing to pick them up and they should be stored in a Sharps Box. This will be kept out of the reach of students, staff and the public. The Sharps Box will then be disposed of as soon as is practicable at Arrowe Park Hospital or the Local Health Centre.

School staff should not attempt to analyse or taste unknown substances. Police can advise or analyse substances, if necessary, which may be required for prosecution.

## **Responding to students involved in drug related incidents**

The school will carefully investigate the nature and seriousness of any drug related incident taking account of:

### **Confidentiality**

The need for confidentiality for those involved should be respected, however, the boundaries of such confidentiality should be made clear to students (DfES Drugs: Guidance for schools 2004). If a student discloses information to a member of staff which is of a sensitive nature the teacher must consider child protection (Wirral LA Guidance Child Protection and Children in Need), the need for advice from a more experienced member of staff, co-operating with a police investigation and referral to external services. As such a teacher should not discuss sensitive issues widely but must discuss drug related issues with a member of the pastoral team or SLT.

The Data Protection Act and Crime and Disorder Act also allow personal information to be shared if there is an over-riding public interest in the first instance or to prevent crime and disorder in the second. However, in assessing the suitability of sharing information all efforts will be made to encourage the student to give their informed consent.

The following questions should also be considered:

- a. How serious is the situation?
- b. What immediate and significant risks does the young person face?
- c. What implications-both positive and negative-could keeping a confidence have?
- d. What significant harm could result from keeping the student's disclosure?

Students will be made aware of the limits of confidentiality before they disclose a confidence, whenever possible. If a confidence needs to be broken the school will explain to the student (and parents/carers as appropriate):

- Why the confidence has been broken.
- Who will be informed?
- What will be disclosed?
- How the information will be used.
- That their privacy will still be respected and information is shared on a need to know basis.

Schools should also be aware of the Wirral Information Sharing Protocol. This details how and when local partner agencies (including schools) can share information about children and young people.

**Open ended questions** will be used to determine:

- What the student has to say.
- Was it a one off incident?
- Is the substance legal or illegal?
- What quantity of substance was involved?
- How was the substance being used?
- What are the student's home circumstances?
- Was the student 'in possession of a small quantity' or 'intent on supplying for profit'?
- Is there evidence of organised habitual supply?

**Find and make of note of:**

- Who is involved?
- What substance is allegedly involved?
- What the young person believes the substance to be.
- How the substance came to be in the young person's possession.

**Parents/Carers** will be informed about the incident at the earliest possible stage and about the schools response unless there are concerns about the child's safety as a result. In any situation where the student may need protection from the possibility of abuse, the SJP's Designated Safeguarding Leader will be consulted.

(See Wirral LA Child Protection and Children in Need Spring 2003 on informing parents).

Schools recognise the importance of adopting flexible procedures that ensure a co-ordinated, consistent approach to dealing with drug related incidents.

'Any response should balance the needs of the individual with those of the wider school community, and aim to provide pupils with the opportunity to learn from their mistakes and develop as individuals. The needs of pupils in relation to drugs may come to light other than via an incident, for example, through the pastoral system. Given that drug problems rarely occur in isolation, responses may need to take a holistic approach rather than focus solely on drugs.' (Ref DfES Drugs: guidance to schools/0092/2004).

- As a school we will take a flexible approach whilst maintaining consistency and fairness.
- Carefully assess the situation and the options for action.

- Consider the impact of sanctions on the pupil involved, on other pupils, on the school as a whole, on parents and on the wider community.

Punitive and uncaring actions may stifle dialogue between staff and pupils as a whole. Other pupils become less likely to approach teachers if they have problems with drug use. Pupils need to see that rules and sanctions are used consistently and fairly and that teachers are approachable and able to also offer support and care.

**A range of responses** will be considered. These are:

- Early intervention and targeted prevention.
- Counselling, e.g. Response, ECM team, Connexions, Health Service in Schools service, Youth worker, YOT, Social Care, CAMHS.
- BIP system and sanctions as per behaviour policy.
- Inter-agency programmes and external agencies.
- Managed Moves.
- Fixed period exclusion.
- Permanent exclusion.
- Response to Drug and Alcohol Misuse Internal Protocol (**Appendix 3**).

### **Parents/Carers under the influence illegal substances or alcohol on school premises**

Staff should maintain a calm atmosphere. If it is unsafe to discharge a child into the care of a parent/carer, the teacher should send for Designated safeguarding officer immediately. They will discuss with the parent/carer if an alternative arrangement could be made, e.g. with another parent/carer. Consideration will be given to invoking child protection procedures.

### **Staff conduct and illegal or unauthorised substances**

Teachers have a duty of care to students in school and on school trips. Staff must, therefore, not be under the influence of illegal or unauthorised substances during the school day.

If staff are away from school for an extended period with a group of students then obviously it is very important, on a daily basis, to identify nominated members of staff to take responsibility at all times. Whilst on duty, staff must not be under the influence of any illegal or unauthorised substance or alcohol.

### **Involving the Police**

The police will be involved, if it is appropriate. A full record of the incident recording details and the police incident reference number must be kept.

SJP works in partnership with the local police. We take their advice and involve them appropriately.

### **Police contacts**

999 should not be dialled in anything other than an emergency. Drug related incidents will be reported to the School Drug Advisor using the pro-forma in **Appendix I**. The LA Schools Drugs Advisor may also be contacted for advice about drug related incidents.

## **Handling the Press and the Media**

All press enquires must be handled through the SLT in conjunction with Wirral Press and Public Relations Office based in Wallasey Town Hall 0151 666 8088.

### **11. THE NEEDS OF STUDENTS/REFERRAL AND EXTERNAL SUPPORT**

Students may be referred to external agencies. A more comprehensive list of external services in Wirral DRIG 2004, pages 56-63.

#### **Parents against Substance Misuse**

Birkenhead, Merseyside, CH41 1EU. Tel: 08457 023867 (24-hour helpline) or 0151 356 1996 (admin) E-mail: [admin@pada.org](mailto:admin@pada.org) Website: [www.pada.org](http://www.pada.org)

Information, referral and support group for drug users' parents, carers and families

#### **Response**

The Callister Centre, 19 Argyle Street, Birkenhead, CH41 1AD. Tel: 0151 666 4123 (answerphone service outside office hours)

A counselling, support and advice service for young people aged 13-25 years. Offers a range of advice and support including housing, benefits, health, and drugs information. Also provides specialist substance misuse workers who offer a range of services to meet the needs of young people aged 13-18 years who have problems with their substance or alcohol use.

#### **Connexions - Birkenhead and Bebington**

Conway Building, Conway Street, Birkenhead, CH41 6JD. Tel: 0151 666 4385  
41-43 Bebington Road, New Ferry, CH62 5BE. Tel: 0151 472 4600

#### **Brook Centre and Outreach Education Services**

14 Whetstone Lane, Birkenhead, CH41. Tel: 0151 670 0177 [info@wirralbrook.org.uk](mailto:info@wirralbrook.org.uk)  
Free and confidential sexual health and advice for young people under the age of 25.

#### **Solve it**

MPAC Building, 1-27 Bridport Street, Liverpool, L35 5QF. Tel 0151 708 9899  
[www.solveitonline.co.uk](http://www.solveitonline.co.uk)

Training and support for professionals and children to tackle volatile substance abuse.

#### **Wirral Sport and Art Initiative**

The Caretaker's House, Grange Road West Sports Centre, Grange Road West, Birkenhead, CH43 4XE. Tel: 0151 653 3251. Fax: 0151 653 2946.  
E-mail: [sportartinitiative@wirral.gov.uk](mailto:sportartinitiative@wirral.gov.uk)

Provides activities for young people between the ages of 7-17, with the aim of reducing crime and drug and alcohol use. Also offers education and advice to young people on drugs and alcohol.

### **12. MEDICINES IN SCHOOL**

There are considerable numbers of students in school who require some form of medication. These may be over the counter medicines or prescribed medicines.

- Students may bring medicines, such as Paracetamol or hayfever medication to school. They must be handed in and kept in the first aid room at all times. They may only bring the amount they require for use during 1 day.
- Students are encouraged to take such medicines at home under the supervision of their parent/carer, where possible.
- Students may carry essential items, such as inhalers for asthma.
- Staff should never give a non-prescribed medicine to a child
- ***A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor***

### **Long term medical needs**

- Students requiring prescribed medicines on a regular basis, such as Ritalin or Insulin should be identified when the child is admitted or when the child first develops a medical need. It may be useful to develop a written Health Care Plan involving the parents and relevant health care professionals.
- Where possible, the parent/carer should be solely responsible for the administration of medicine when medication is required in the school day.
- Written permission and details of how to administer the medication must be gained from the parents/carers. This must be in line with the prescription instructions, as displayed on the container/package. Parental agreement for administering medicines should be completed and signed by the parent.
- All medication must be clearly labelled with the child's name, form and the dosage.
- Medicines will be administered by a First Aider and kept securely in first aid room. They should check-the child's name, the prescribed dose and the expiry date.
- If in doubt of any procedure, staff should not administer the medicine, but should check with parents/carers or a health care professional before taking further action. In some cases there may be sensitive issues, such as the administration of rectal diazepam. It is good practice to have the dosage and administration witnessed by a second adult.
- Medicines prescribed for an individual must only be used by them.
- A written record of the dose and time medication will be kept. This will include if a child refuses their medication. If a child refuses medication they will not be forced to take it and the parents/carers will be informed.
- Ritalin, which is used to help to control ADHD, is a prescribed medicine and a class B drug with an amphetamine base. A student using this drug on prescription, but also passing it to classmates, demonstrates possession and supply without prescription and this is a criminal act. As such it will be handled as a drug related incident.

### **Educational Visits and Work Experience**

We encourage children with medical needs to participate in educational visits and work experience. To ensure safety, plans may need to be made to include children with medical needs. Risk assessments must take this into account.

### **Storing Medicines**

- Medicines must be suitably stored, i.e. locked in the first aid room or in a fridge. Large volumes of medicines should not be stored. Medicines should be in the original

container in which dispensed and this must show the child's name, the name and dose of the medicine and the frequency of administration.

- Medicines that are out of their sell by date will not be given to students and will be disposed of by parents/carers or school by returning them to a pharmacy.

This section of medicines has been written in accordance with "Managing Medicines in Schools and Early Years Settings". Department for Education and Skills/Department of Health – March 2005. Further information on medicines and specific health related issues can be found in this document.

### **13. TOBACCO IN SCHOOL**

- The school is a smoke free environment, and as such smoking is not permitted on the entire premises. It promotes the health and welfare of all who work in or visit the school. As such the school will display "no smoking" signage appropriately.
- The school aims to provide a supportive environment for those who wish to stop smoking.
- Students who smoke on the school premises will receive sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.
- The school promotes the health and welfare of all who work in or visit the school. The school aims to provide a supportive environment for those who wish to stop smoking.

### **14. ALCOHOL IN SCHOOL**

Alcohol related deaths total 50,000 a year and a large proportion of violent crime and anti-social behaviour is alcohol related. Furthermore 25% of 11-15 year olds admit to drinking once a week while the figure for 15 year olds alone is 47%. It is, therefore, important that:

- Students may not drink alcohol at any time during the school day, or whilst on school activities or trips.
- It is not acceptable for students to bring alcohol onto the school premises for consumption.
- The school aims to provide staff or student's access to support where drinking is a problem.
- Students who drink alcohol or bring alcohol onto the school premises will receive sanction from the schools behaviour procedures. Parents will be contacted unless this puts the child at risk.

### **15. STAFF TRAINING**

Initial teacher training requires Newly Qualified Teachers to be familiar with the programme of study for PSHE, and to be prepared for their pastoral responsibilities.

The schools programme of Continuing Professional Development provides opportunities for teachers who teach drugs education or deal with drug related incidents to develop the skills, knowledge and confidence required when addressing drugs issues with students.

### **16. THE ROLE OF GOVERNORS**

Governors contribute to the development of this policy and have ratified it.

The Governors of SJP take the issue of substance misuse very seriously, and support the Principal and staff in maintaining SJP as a 'drug free zone'. In cases where students are excluded from school on drug related matters, the Chair of Governors is informed; any appeal against exclusion on a drug related matter will involve the Pupil Discipline Committee of the Governing Body.

**Appendix 1**

**SJP - DISPOSAL OF CONFISCATED ITEMS**

NAME OF STUDENT(s) WHO PROVIDED THE ITEM(s) FOR DISPOSAL \_\_\_\_\_  
FORM \_\_\_\_\_

Item for disposal \_\_\_\_\_ Date of receipt \_\_\_\_\_

Method of disposal \_\_\_\_\_ Date of disposal \_\_\_\_\_

Staff members who witnessed disposal \_\_\_\_\_

Signatures of staff who witnessed disposal \_\_\_\_\_

OTHER NOTES – FULL NOTE OF PROCEDURES FOLLOWED BY RESPONSES FROM  
CHILD/CARER

## Appendix 2

### Response to drug and alcohol misuse at SJP

Internal protocol

<b>The supplying of drugs</b>	<p>This could lead to a fixed term exclusion or permanent exclusion</p> <p>Our definition of supplying is providing illegal substances to others. Additionally any person carrying large amounts of banned substances would also put themselves at risk of fixed term or permanent exclusion</p> <p>Anyone suspected of supplying drugs will be the subject of a detailed investigation to collect information. If, on the balance of probability the person is believed to be supplying, we will consider exclusion (either permanent or fixed term) based on the need to ensure the safety of other pupils. If the issue is possession then see below.</p>
<b>Under the influence of drugs</b>	<p>This could lead to a fixed term exclusion or permanent exclusion</p> <p>Students who use illegal substances and then present themselves on school premises will be excluded either for a fixed term or permanently. The basis of the decision will be made using the detailed signs and symptoms of substance abuse listed below.</p>
<b>In possession of drugs</b>	<p>This could lead to a fixed term exclusion or permanent exclusion.</p> <ul style="list-style-type: none"><li>• Drugs will be confiscated</li><li>• Police will be informed</li><li>• Support will be offered</li></ul>
<b>Alcohol</b>	<p>Drinking on site/being on site in the school day following drinking/bringing alcohol on to site with the intention of drinking it/supplying it to others, etc. This could lead to a fixed term exclusion or permanent exclusion</p> <p><b>If we believe that a student has been drinking we will proceed on the basis of the evidence we have.</b></p>