



St John's
Educational Trust

Drug Testing Policy

May 2023

DOCUMENT MANAGEMENT	Document Title	St John's Educational Trust: Drug Testing Policy
	Current Edition	In Draft
	First Edition	November 2022
	Revised	Annually
	Next review due	January 2024
	Document Custodian	St John's College: Deputy Head

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Drug Testing Policy

1. INTRODUCTION

St John's Educational Trust recognises the importance of maintaining a safe and drug-free learning environment for all students and staff. The use of drugs, including alcohol, marijuana, and other illegal substances, can have a detrimental impact on academic performance, health, and overall well-being. There is no place for drugs on Trust Schools premises or on any Trust Schools related excursions, and school authorities will take all necessary action to ensure the wider school community is safe and that learning, and sport are not impacted. To promote a culture of safety, accountability, and responsibility, the St John's Educational Trust has implemented a drug testing policy for students and staff. This policy outlines the school's approach and a range of interventions which are designed to send out a clear message that drugs will not be tolerated, whilst also creating a supportive environment within which students and staff can proactively discuss drug related concerns as well as being able to access support.

Note:

This policy applies to all Trust Schools students, staff, including temporary or part-time staff, coaches, tutors, volunteers, or anyone working within the school and using the school's systems and equipment whether on or off the premises.

2. OBJECTIVES

- 2.1 Clarify the Trust Schools approach to drugs for all staff, students, parents/ guardians, and the wider community.
- 2.2 Ensure the Trust Schools are fulfilling their safeguarding responsibilities by ensuring that students and staff are protected from harm and that everyone receives the appropriate care and support.
- 2.3 Enforce a drug-free educational environment.
- 2.4 Deter students and staff from the use of illegal and performance-enhancing drugs.
- 2.5 Educate students regarding the dangers and harm caused by the use of drugs.
- 2.6 Equip staff to manage drugs on premises, and any incidents that occur, with confidence and consistency and in the best interests of those involved.



3. PROHIBITED BEHAVIOUR

3.1 STUDENTS

Substances covered by the term “drugs” in this policy include alcohol, tobacco products, illicit drugs and/or banned substances, solvents, flavours, electronic cigarettes and prescription or over-the-counter-medicines (used for purposes or by individuals other than those for which they were prescribed/intended).

- 3.1.1 The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of any illicit drugs or alcohol or any synthetic or “look-alike” substance by any student is strictly prohibited.
- 3.1.2 The sharing or distribution of prescription or over-the-counter medicines with any other students is strictly prohibited.
- 3.1.3 The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia including electronic cigarettes, batteries, flavours etc by any student is strictly prohibited.

3.2 STAFF

Substances covered by the term “drugs” in this policy include illicit drugs and/or banned substances and prescription or over-the-counter-medicines (used for purposes or by individuals other than those for which they were prescribed/intended).

- 3.2.1 The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of illicit drugs or any synthetic or “look-alike” substance is strictly prohibited.
- 3.2.2 The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia is strictly prohibited.
- 3.2.3 While staff are allowed to drink at official school functions such as home fixtures, cocktails etc, drunkenness is prohibited.
- 3.2.4 Staff are not allowed alcohol on any school trip while acting in *loco parentis*.

4. USE OF TRAINED DOGS

- 4.1 St John’s Educational Trust is committed to routinely use specially trained non-aggressive dogs to sniff out the presence of concealed drugs. Such visits to schools shall be unannounced.



- 4.2 Students and staff are hereby notified that:
- 4.2.1 The areas around student lockers and anywhere on campus maybe sniffed by trained dogs at any time.
 - 4.2.2 Their persons while on school grounds or at a school related activity may be sniffed by trained dogs at any time.
 - 4.2.3 Classrooms may be sniffed by trained dogs at any time.
 - 4.2.4 If contraband of any kind is found, the student or member of staff possessing the contraband or having control over the locker, vehicle, or bag in which the contraband was found may be subject to appropriate disciplinary action in accordance with existing school regulations and procedures.

5. DRUG TESTING

As part of its commitment to a drug-free educational environment, all St John's Educational Trust students and staff will be part of the drug testing programme. Frequency, method of specimen collection, and timing of drug testing will be at the discretion of the Trust Schools Management. A student or staff member found to have possessed, distributed, used, or been under the influence of drugs while on school grounds or while participating in or attending a school event on or off school property shall be disciplined in accordance with existing school regulations and procedures.

5.1 Staff Drug Testing

- 5.1.1 The Trust Schools may conduct drug tests on employees as a condition of employment.
- 5.1.2 The Trust Schools may also conduct drug tests on employees if there is reasonable suspicion or cause to believe the employee is using drugs. The following circumstances shall constitute grounds for reasonable suspicion:
 - 5.1.2.1 Direct observation and/or confirmation by a member of the school community of drug use or possession.
 - 5.1.2.2 Abnormal or erratic behaviour indicating drug use.
 - 5.1.2.3 First-hand information provided by reliable and credible sources of use or possession.
 - 5.1.2.4 Any physical symptoms indicating drug use.
 - 5.1.2.5 The presence of a drug on staff detectable by the senses such as the smell of marijuana.



- 5.1.2.6 Possession of illegal drugs, prescription drugs for which the staff member does not have a medical prescription, or drug paraphernalia.
- 5.1.2.7 A positive ID of the presence of drugs on the member of staff's belongings by a sniffer dog.

5.2 Student Drug Testing

The Trust Schools may require any student to submit to a drug test if there is a reasonable suspicion that the student has used or is using prohibited drugs. Reasonable suspicion must be based on specific physical, behavioural or performance indicators of probable drug use. The following circumstances shall constitute grounds for reasonable suspicion:

- 5.2.1 Direct observation and/or confirmation by a member of the school community of drug use or possession.
- 5.2.2 Abnormal or erratic behaviour indicating drug use.
- 5.2.3 First-hand information provided by reliable and credible sources of use or possession.
- 5.2.4 Any physical symptoms indicating drug use.
- 5.2.5 The presence of a drug on the pupil detectable by the senses such as the smell of marijuana.
- 5.2.6 Possession of illegal drugs, prescription drugs for which the pupil does not have a medical prescription, or drug paraphernalia.
- 5.2.7 A positive ID of the presence of drugs on the student or his/her belongings by a sniffer dog.

A report from any source indicating reasonable suspicion that a student or member of staff may be in violation of the Drug Testing Policy should immediately be conveyed to the Head or his/her appointed delegate. The Head or his/her appointed delegate must determine that the circumstances constitute reasonable suspicion of drug use before the student or member of staff is required to take a drug test.

6. PARENTAL CONSENT FOR STUDENTS

- 6.1 Parents/guardians, will grant the Trust Schools Medical Department or any other designated responsible medical professional authorisation to carry out targeted non-intrusive testings (i.e. urine sampling, breathalyser etc) for alcohol, tobacco products, illicit drugs and/or banned substances on their son/daughter, whenever the Management deems it necessary - in other words at any



- age and at any time when present on school grounds or school related event, by virtue of signing the Acceptance and Conditions of Enrolment form.
- 6.2 Such authorisation shall remain in effect for the entire time that each student is at the Trust Schools.
 - 6.3 Refusal by any student to submit themselves to drug testing will result in withdrawal from the Trust Schools.

7. CONFIDENTIALITY

- 7.1 All information relating to testing or the identification of persons as drug users shall be protected by the respective Trust Schools as a confidential student or employee record, unless otherwise required by law or authorised in writing by the student's parent/guardian or staff member.
- 7.2 The St John's Educational Trust Medical Department have signed a legal confidentiality document to protect all information regarding the results of drug tests.
- 7.3 Information regarding the results of drug tests shall not be disclosed to criminal authorities absent legal compulsion to do so by valid and binding subpoena or other legal process, which the Trust shall not solicit.
- 7.4 In the event of service of any such subpoena or legal process, the member of staff or the student's custodial parent or guardian shall be notified before the Trust responds if permitted to do so by law.
- 7.5 Results of tests shall only be reported to the student, parents/guardians of the student, member of staff and to Senior Management.
- 7.6 Should a student or member of staff be expelled from the Trust Schools for contravening the drug policy, the Head is under obligation to disclose such information to ATS and the SJET Board of Governors.

8. DRUG TESTING PROCEDURES

- 8.1 The St John's Educational Trust Medical Department is responsible for discreetly collecting urine samples and testing.
- 8.2 Testing should always be conducted by a team of two people, with one person acting as the testing officer and one person acting as a witness to the testing process.
- 8.3 Before the test commences, the student or member of staff must be informed of what is about to take place and the consequences of a positive test result.



- 8.4 A test report should be completed for every test and archived in a secure place on completion of the testing process. Each test report should be cross referenced with the same unique reference number as the reference number written by the testing officer on the test kit.
- 8.5 The report should include the details of the person being tested, details of reason for testing, any medication or supplements which the pupil or member of staff claims to have ingested in the last 48 hours, any comments about the test those members of the testing team or the pupil or employee wants put on record, and the test result.
- 8.6 The report should be checked and signed off by both members of the test team on completion of the testing process.
- 8.7 If the integrity of the test kit or the sample has been compromised in any way, a new test kit should be obtained and the testing officer must inform the pupil or member of staff that another sample will be required.

9. APPEAL PROCESS FOR STUDENTS

- 9.1 Within 72 hours of being notified of a test result parents/guardians of any student testing positive will have an opportunity to request a meeting with the designated administrator, at which time the student or parents/guardians may offer an explanation of the positive result. Parents/guardians may provide any doctor's prescriptions of any drugs that the student was taking that might have affected the outcome of the test. Within the 72-hour time period, the parents/guardians of the student or the student himself or herself, if the student is 18 years old or older, may request a retest of the sample collected. Upon such a request, the urine sample shall be retested by the Medical Department. If the retest is negative, the student will remain in good standing. If the retest is positive, the parents/guardians are responsible for the cost of the retest, and the student shall be subject to consequences under the College Code of Conduct.
- 9.2 If a parent fails to make a request for a retest within 72 hours of receiving notice of a positive test result, the appeals process will be waived and the second sample will not be tested. The student shall remain eligible to participate in extracurricular activities during the 72-hour appeal period.

10. APPEAL PROCESS FOR STAFF

- 10.1 Within 72 hours of being notified of a test result a staff member testing positive will have an opportunity to request a meeting with the designated administrator, at which time a member of staff may offer an explanation of the



positive result. He/she can provide any doctor's prescriptions of any drugs that the he/she was taking that might have affected the outcome of the test. Within the 72-hour time period, the member of staff may request a retest of the sample collected. Upon such a request, the urine sample shall be retested by the Trust Medical Department. If the retest is negative, the member of staff will remain in good standing. If the retest is positive, the member of staff is responsible for the cost of the retest and shall be subject to consequences in accordance with existing school regulations and procedures.

- 10.2 If a member of staff fails to make a request for a retest within 72 hours of receiving notice of a positive test result, the appeals process will be waived and the second sample will not be tested.

POSITIVE

- 10.3 Any student or member of staff testing positive will be subjected to retesting for a minimum period of one calendar year from the date of the first offense. The frequency of testing will be at the discretion of the Head.

11. EDUCATION

The Safeguarding Department will run planned and structured programmes, providing learning opportunities, for pupils to develop knowledge, skills and attitudes about all drugs and appreciate the benefits of a healthy lifestyle. These programmes will be conducted during contact periods, life skills lessons and parent information evenings. In addition, school assemblies, newsletters, letters to parents, and staff training will be used, when necessary, to raise awareness.

