



**BRITISH SCHOOL
OF GENEVA**

School Substance Misuse Policy

Implementation Date – September 2024

Review Date – July 2025

Signed : Simon Thompson, Principal

Review By: Senior Leadership Team

Application

This policy applies to all students at the British School of Geneva. The policy may also apply at times when a student is not in the care of the School. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case.

Terminology

Alcohol: means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.

Biological sample: means a sample of breath, saliva, hair or urine provided by a student in accordance with the procedures set out in this policy.

Drugs and substances: means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

Tobacco: means any tobacco-related product and paraphernalia including cigarettes, cigars, and any other smoking related products such as nicotine substitutes and electronic cigarettes.

Smoke Free Policy: The School operates a smoke free policy within its buildings, grounds and vehicles. The total smoking (including electronic cigarettes) ban applies to the whole School including students, employees, volunteers, parents, visitors, members of the public and others working in or using the School premises or vehicles.

Smoking Policy Geneva

Since April 2022, according to Swiss law, smoking is prohibited at the canton of Geneva in public or publicly accessible indoor or enclosed places, as well as in public or publicly accessible outdoor or open places. This includes, for example, all training centres, schools, kindergartens and playgrounds. Sports facilities such as swimming pools, soccer fields and grandstands as well as ice rinks are also affected. Smoking will also no longer be permitted on the grounds of day and holiday camps or at public transport stops.

Aims

The central aims of this policy are:

1. to promote safety, welfare, and good physical and mental health
2. to promote a mature and moderate approach to the use of alcohol
3. to reduce the risk of alcohol-induced misconduct in and out of the School
4. to prevent smoking in and out of the School
5. to keep drugs out of the School

Drug-Alcohol Use and Smoking at BSG

BSG forbids a student from:

- Smoking (including vaping) inside or outside School premises, being in possession of tobacco or e-cigarettes while in the care of the School or supplying tobacco to other students.
- Any possession, use or supply of drugs and substances, including vaping material.
- Bringing alcohol onto School premises or being in possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School.
- Bringing the School into disrepute for any reason associated with tobacco, alcohol or drugs and substances, whether or not the student is in the care of the School at the time.
- Action will be taken and the sanctioned will be adapted to each case.

Every complaint, report, or observation in relation to tobacco or alcohol or involvement with drugs and substances will be followed up and investigated.

Responsibilities

Students

Be aware of and adhere to school rules in relation to drug use/misuse, including tobacco, alcohol, over-the-counter and prescribed medication, volatile substances and controlled drugs.

Parents/Carer(s)

Support the school in the development and implementation of this policy, including the school's procedures for handling incidents of suspected drug and alcohol misuse.

Staff

- Be alert to the possibility of drug and alcohol use/misuse.
- Be familiar with the school's procedures in the handling of suspected drug and alcohol related incidents.
- It is not the responsibility of the staff member to investigate the circumstances surrounding an incident, however staff should deal with any emergency procedures if necessary.
- Any information about a student using drugs and alcohol should be recorded on the Record of Concern Form and be forwarded to the DSL.

Procedures for Dealing with Suspected Drug and Alcohol Related Incidents

The following procedures are based on the fundamental principle that the school will always take steps to safeguard the well-being and safety of the students and staff in its charge.

The school will at all times give careful consideration as to how any information relating to an incident of suspected drug and alcohol misuse is communicated to staff, students and parents/carers.

The school will consider any issue relating to the possession, use, sale or handling of drugs in school, or in connection with the school (e.g. whilst travelling to and from school, whilst in school uniform or whilst on a school trip) as a very serious breach of school discipline.

The procedures outlined below will be followed in dealing with such matters:

- Any reported incident will be fully investigated by the Principal and the DSL.
- Where drugs or drug related materials are found or when, in the reasoned opinion of the Principal, there is evidence that those substances have been sold or brought into school, the student's parents will be contacted and the police will be informed of the incident.
- Students involved in such drug related incidents will be suspended from school while:-
 - further investigations are carried out
 - SLT can meet to discuss the matter.
- Where alcohol and tobacco are found or when, in the reasoned opinion of the Principal, there is evidence that those substances have been sold or brought into school, a meeting with the Principal and the DSL will be organised immediately.
- The SLT will consider what action should be taken in relation to such issues. This may include the option of requesting that students involved be expelled from the school. Such requests, if deemed appropriate, should be carried out within the terms of schemes prepared depending on the management type of the school.

- Parents will be kept informed at all stages of the process and will be entitled to discuss the matter with the SLT, as and when appropriate.
- If a student returns to school following their involvement in an issue relating to illegal drugs, the school will provide pastoral support for the student, who will be expected to engage with such support service, to ensure that there is no repeat of their behaviour in relation to a similar matter.

Confidentiality

Substance use in itself is not a reason for considering a child to be suffering or at risk of suffering significant harm although it may be a contributing factor.

Schools are an important source of support for students experiencing problems with drugs and alcohol. They must ensure that all staff (teaching and non-teaching) understand the limits of confidentiality, balancing the desire to maintain confidentiality and support the student with the duty to safeguard and promote the welfare of children.

Staff cannot and should not promise total confidentiality. There are important reasons why personal and sensitive information needs to be shared in relation to Child Protection (e.g. when working with the police, referral to external agencies etc). However, staff should encourage the student to give their consent or make a disclosure.

If a decision is taken to share confidential information, a written record of any concerns including the reasons for breaching a student's confidentiality should be made.

The following questions should also be considered:

How serious is the situation?

What immediate and significant risk does the young person face?

What implications (both positive and negative) could keeping a confidence have?

Could significant harm result from keeping the young person's disclosure confidential?

Student must, whenever possible, be made aware of the limitations of confidentiality before they disclose a confidence. If a confidence needs to be broken, the school should explain to the student (and parents/carers as appropriate)

- why the confidence was broken
- who will be/has been informed
- what will be/was disclosed
- how the information will be used and
- that their privacy will be respected

Finding a substance on school premises - Procedures

Drugs

In taking temporary possession of suspected drugs, schools adopt the following procedures:

1. Ensure that a second adult witness is present throughout.
2. Seal the substance/evidence in a plastic bag and include details of the date and time of the seizure/find and the witness present. Take any appropriate safety precautions e.g. making use of latex gloves.
3. Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
4. Notify the police without delay who will collect it and then store or dispose of it in line with locally agreed protocols.
5. Record full details of the incident, including the police incident reference number if they are involved.
6. Identify the disciplinary responses based on the Achievement, Behaviour and Expectations Policy
7. Identify any safeguarding concerns and respond appropriately.

Tobacco and Alcohol

1. Ensure that a second adult witness is present throughout.
2. Seal the substance/evidence in a plastic bag and include details of the date and time of the seizure/find and the witness present. Take any appropriate safety precautions e.g. making use of latex gloves.
3. Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff.
4. Record full details of the incident, including the police incident reference number if they are involved.
5. Inform parents/carers, unless this is not in the best interests of the student.
6. Identify the disciplinary responses based on the Achievement, Behaviour and Expectations Policy
7. Identify any safeguarding concerns and respond appropriately.

A student suspected of possessing/distributing an illegal substance

Every effort should initially be made for that student to voluntarily produce the substance(s);

- If the student refuses, request the presence of parents;
- If there is no resolution the police will be called to deal with the situation;
- At all times there should be two members of staff present.

School staff are not permitted to search students' clothing or possessions. Staff may search school property such as lockers, cupboards or stores. However, personal belongings cannot be searched without consent. A search of a student's personal belongings, including school bag, coat or other items should only be made with the student's consent. Such a search should be made in presence of the student and another adult witness. It is acceptable to ask the student to empty pockets and school bags.

A student suspected of having taken drugs in school

The following emergency procedures should be carried out if a student is in difficulty as a result of misusing drugs:

- Contact an ambulance and/or seek member of staff with First Aid Training to administer emergency aid;
- Remove any other bystanders from the immediate vicinity.
- Seek to find out what has been taken; this will benefit an ambulance crew and emergency aid.
- If the person has taken a depressant drug, such as alcohol, sleeping pills or painkillers, and is drowsy, it is important to keep them awake by getting them to walk, talking to them or applying a damp cloth to the back of the neck. They should NOT be given anything to eat or drink.
- If they are, or become unconscious, put them in the recovery position, clear airway if blocked and call an ambulance immediately. If they stop breathing begin mouth-to-mouth resuscitation.
- If the person has taken a stimulant, such as amphetamines or ecstasy, they may show various signs of distress. If they are panicking, reassure them and seek to calm them down. Get them to breathe in and out slowly; if hyperventilation occurs, get them to breathe in and out of a paper bag or cup their hands over their nose and mouth and breathe in and out and or count from 20 to 0.
- If a person has taken LSD, they should be supervised in a quiet, darkened room. If a combination of drugs has been taken, a person can be anxious, distressed and fearful and will need to be reassured that you will take care of them. Tell them that it is the effect of the drugs and that it will wear off.

The incident should be investigated by the DSL and the Principal. A written record of the details (a brief factual report, date, times, location and names of witnesses) to the Principal who will apply appropriate sanctions. Parent(s)/carers will be informed.

The management of prescribed medication

BSG school will not administer any medicines to students except:

- to retain and administer as necessary an epi-pen for any student liable to suffer allergic reactions in accordance with that student's Health Care Plan. The epi-pen dosage will only be administered by those staff trained to do so;
- to allow one paracetamol tablet for pain relief where the written permission of parents/guardians has been obtained;

- to allow students to take, under supervision, prescribed medication which must be taken between 9:00am and 3:30pm where the written permission of parents/guardians has been obtained and in accordance with the school's First aid Policy.

All prescribed medicines remain the responsibility of the parent and should a child require taking such, it is the responsibility of the parent to inform the school in writing accordingly. Parents should refer to the First aid Policy which may be accessed on request.

The recognition of current drug use is a major issue for many professionals who work with young people. There is also the issue of identifying those young people who may be at increased risk of drug use. Below are specific physical and behavioural signs that may be associated with drug use but it should be noted that some of these can also be confused with the onset of adolescence.

Sanctions

SUBSTANCE	INCIDENT	SANCTION
DRUGS	On BSG campus and at/or when involved in any BSG activity on or off campus: <ul style="list-style-type: none"> ● A student is using Drugs ● A student is possessing Drugs ● A student is possessing Drugs with intention to supply ● A student is supplying Drugs ● A student is under the influence of Drugs 	Immediate Suspension, of varying duration up to and including removal from the school.
ALCOHOL	On BSG campus and at/or when involved in any BSG activity on or off campus: <ul style="list-style-type: none"> ● A student is using Alcohol ● A student is possessing Alcohol ● A student is possessing Alcohol with intention to supply ● A student is supplying Alcohol ● A student is under the influence of Alcohol 	In accordance with the Achievement, Behaviour and Expectations Policy. An expectation of immediate Suspension subject to confirmation via investigation as to what has occurred. Persistent misuse: potential removal.
TOBACCO VAPING	On BSG campus and at/or when involved in any BSG activity on or off campus: <ul style="list-style-type: none"> ● A student is using Tobacco/Vaping ● A student is possessing Tobacco/Vaping 	In accordance with the Achievement, Behaviour and Expectations Policy.

	<ul style="list-style-type: none"> ● A student is possessing Tobacco/Vaping ● with intention to supply ● A student is supplying Tobacco/Vaping 	<p>An expectation of immediate Suspension subject to confirmation via investigation as to what has occurred.</p> <p>Persistent misuse: potential removal.</p>
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Tobacco and alcohol: Sanctions will be applied in accordance with the Achievement, Behaviour and Expectations Policy. For a serious breach or persistent minor breaches, a student may be required to leave the School permanently.

Drugs: Anyone supplying drugs must expect to be suspended immediately. Anyone possessing or using drugs must also expect to be suspended immediately. SLT will identify the further steps to proceed. The student may be required to leave the School permanently.

Parents: If Parents attending School premises appear to be under the influence of drugs or substances or alcohol, 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 alcohol, the member of staff should report the matter 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 alcohol or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

Consulting Parents and Students

Consultation with students in relation to this policy helps to develop a strong sense of shared understanding and the development of credible programmes tailored to meet their needs and expectations.

Parents have a vital role to play in the prevention of drug misuse and should be involved fully in the education of their child. Parents will be informed when external agencies are being used to address drug related issues and are encouraged to discuss drug issues with their child whenever possible. Parents will also be made aware of the school's procedures for dealing with drug related incidents.

Communication and Dissemination of Policy

Through comprehensive drug use education, BSG aims to help students understand the personal and social risks and the implications of drug-taking.

BSG will ensure that drug use education will be provided for all students via the PSHE curriculum.

Drug and Alcohol Misuse outside of school

If a teacher has knowledge of a student using substances outside school he/she should report it to DSL who will gather more information about the situation (eg, if it was a one time use, if the child has recurrent access to it, when and where this use is happening, if other students are involved) and lay out a plan to inform parents and/or caregivers and work with student regarding the use of substance.

Depending on local legislation, a student using substances outside school might not be eligible for an academic or disciplinary action, but school has to take action in order to mitigate risk. Depending on the magnitude of the issue, schools can refer children to external support systems such as therapists or specific programmes.

If a child shows up to school under the influence of a substance, school will have to determine the consequence of this action according to the situation at hand and according to the school's Achievement, Behaviour and Expectations Policy.

PHYSICAL SIGNS

These can differ depending on the type of drug taken, for example stimulant or hallucinogenic. Below are some of the physical signs related to those drugs used illicitly.

SOLVENTS

Solvents include glues, butane gas refills, aerosols, typewriting correcting fluids and thinners.

- Usual signs of intoxication – uncoordinated movement, slurred speech;
- Possible odour on clothes and breath;
- If using glue, redness around the mouth and nose;
- A cough; and
- Possible stains on clothing etc. depending on type of solvent used.

CANNABIS

Cannabis can have the effect of a depressant or mild hallucinogen, depending on the amount taken and situational factors. The effects of taking cannabis include:

- Tendency to laugh easily;
- Becoming talkative;
- More relaxed behaviour;
- Redding of the eyes; and
- Hunger.

If the drug is smoked, it produces a distinctive sweet smell.

ECSTASY

Ecstasy is sometimes referred to as a hallucinogenic stimulant. Its effects will therefore include those listed for stimulants. In addition, it can cause:

- Increased temperature;
- Perhaps excessive sweating;
- Very dry mouth and throat;
- Jerky, uncoordinated movements;
- Clenched jaws;
- Occasional nausea when first used; and
- Fatigue after use, but also possibly some anxiety, depression and muscle pain.

STIMULANT DRUGS (AMPHETAMINES (SPEED), BUTYL NITRITE (POPPERS), COCAINE)

The effects can result in:

- Increased pulse rate/blood pressure;
- Agitation;
- Lack of coherent speech or talkativeness;
- Dilated pupils;
- Loss of appetite;
- Damage to nasal passages;
- Increased tendency to go to the toilet;
- Mouth ulcers; and
- Fatigue after use.

HALLUCINOGENS (LSD, MAGIC MUSHROOMS)

Effects can vary depending on the nature of experience. They include:

- Relaxed behaviour;
- Agitated behaviour;
- Dilation of pupils; and
- Uncoordinated movements.

HEROIN

Heroin acts as a depressant. The effects of taking heroin include:

- Slowing down of breathing and heart rate;
- Suppression of cough reflex;
- Increase in size of certain blood vessels;
- Itchy skin;
- Runny nose;
- Lowering of body temperature; and
- Sweating.

BEHAVIOURAL SIGNS

Drug use can often result in behavioural changes and to recognise them demands some prior knowledge of the person in order that an accurate comparison can be made. Such changes can be obvious or very subtle and may be due to some other reason totally unconnected with drug use.

Signs can include:

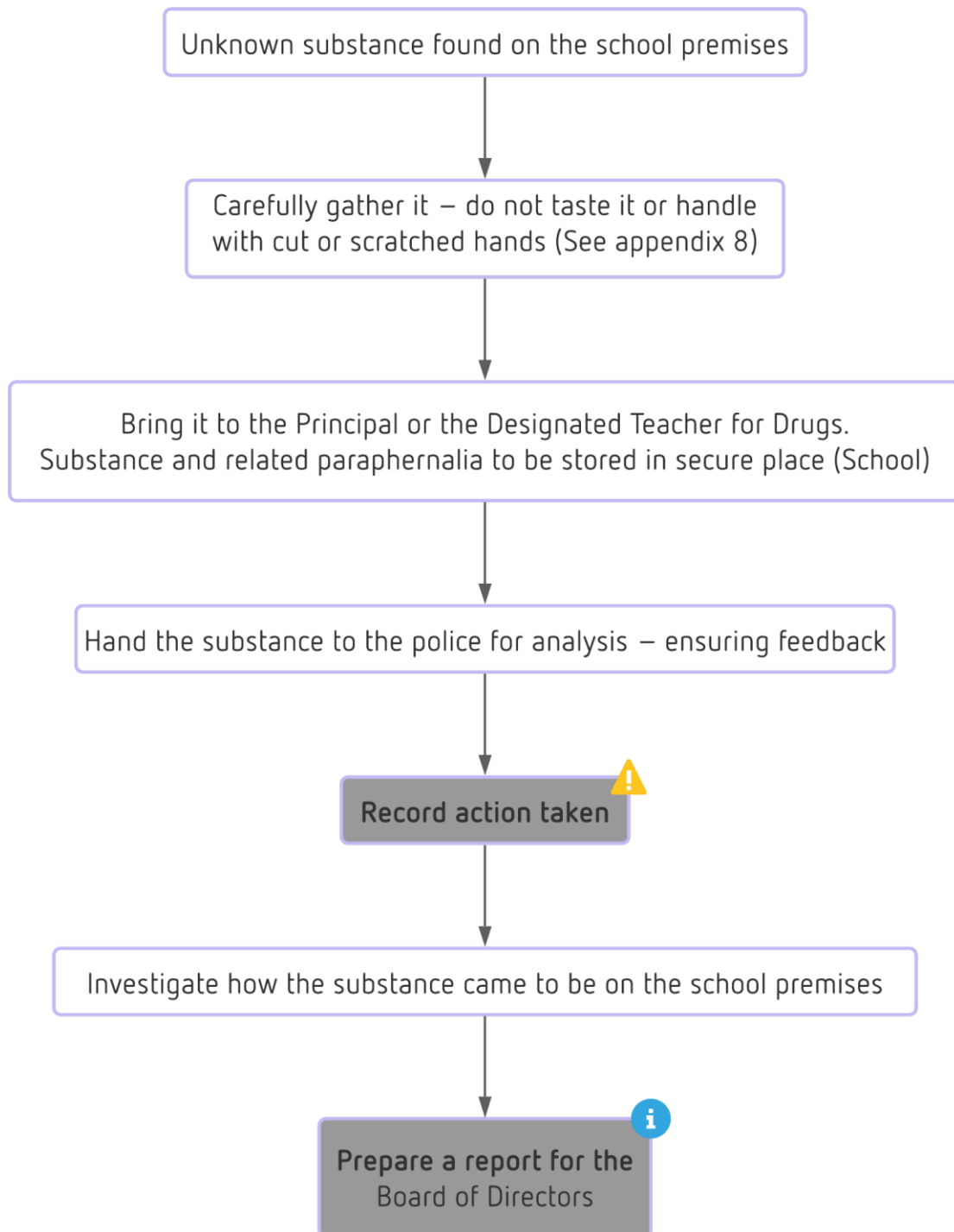
- efforts to hide drug use through lying, evasiveness and secretive behaviour;
- unsatisfactory reasons for unexpected absences or broken promises;
- changes in friendships;
- changes in priorities, including less concern with school work; less care of personal appearance, non-attendance at extra-curricular activities;
- efforts to get money for drug use, ranging from saving dinner or allowance money, borrowing from friends and relatives and selling own possessions, stealing from friends and home and involvement in petty crime; and
- secretive telephone calls.

Other possible signs include:

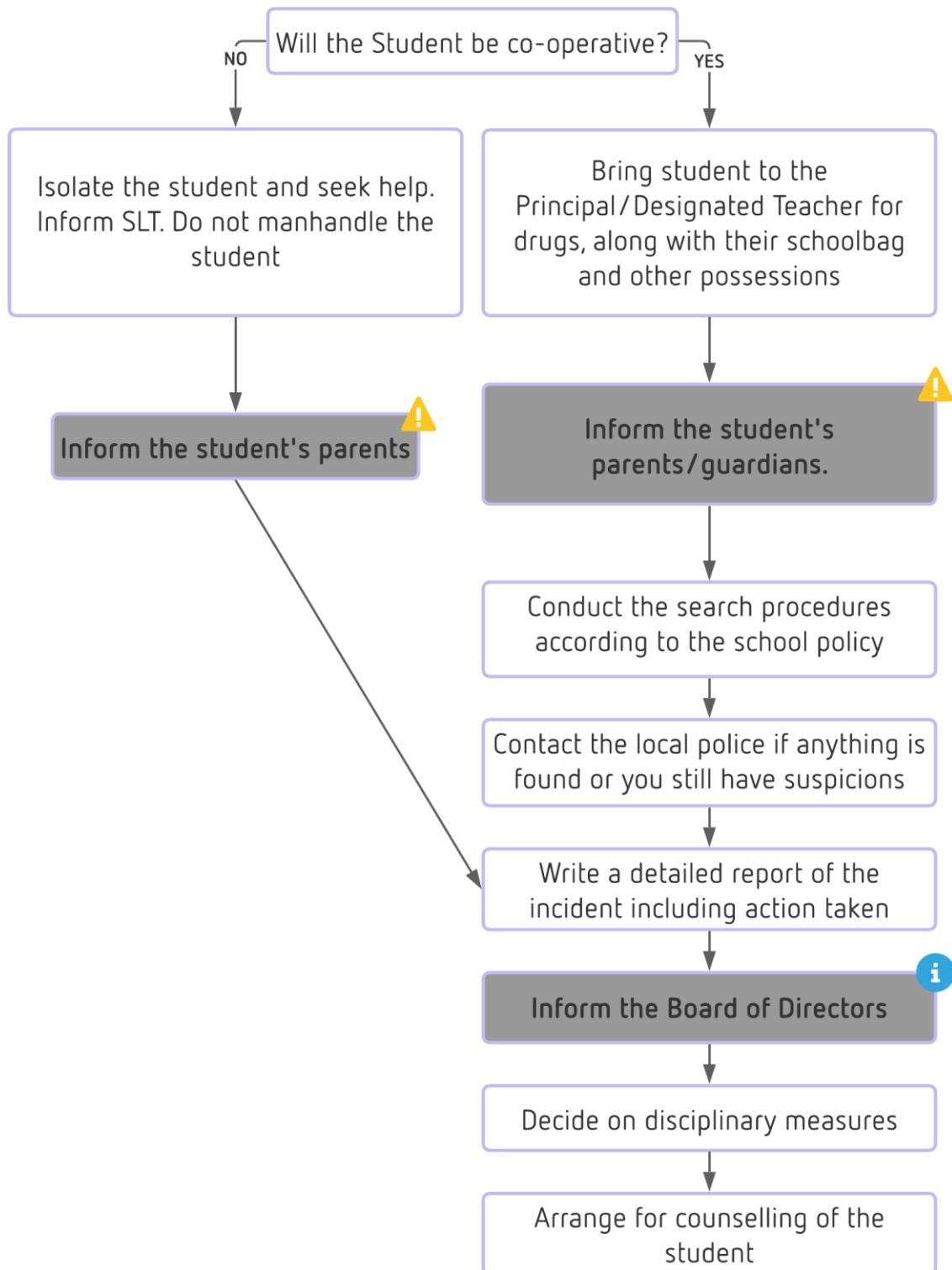
- being very knowledgeable about drugs and the local drug scene;
- a defensive attitude towards drugs and drug taking;
- unusual outbreaks of temper;
- absence from or poor performance at school on days following attendance at night club, bars etc; and
- a pattern of absences on a certain day, for example, Monday.

These signs may often only become apparent in students who are using drugs on a regular basis. It can be difficult to see such signs in the experimental or casual drug user.

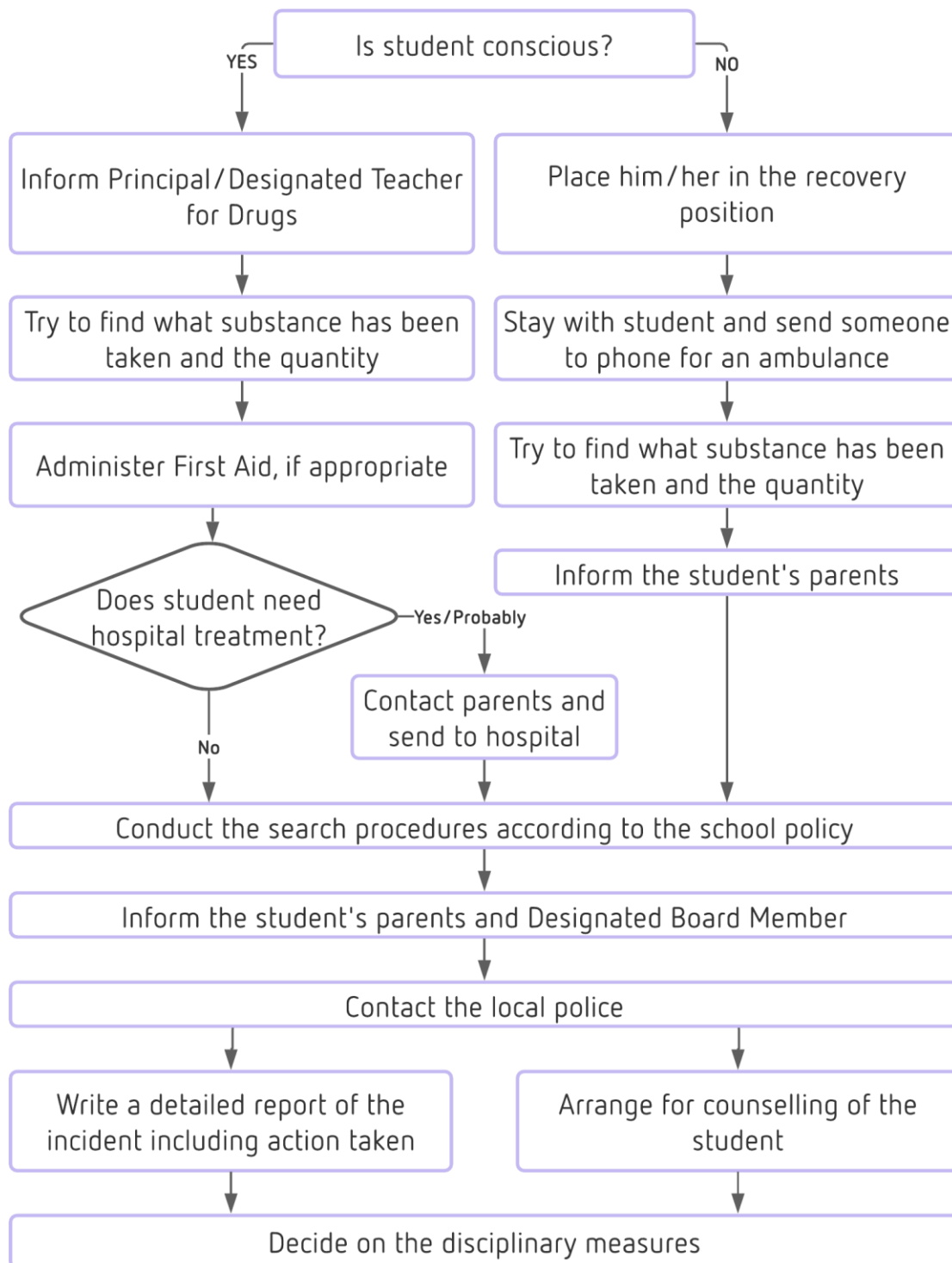
Finding a substance on the school premises



Student suspected of possessing/distributing an illegal substance



Student suspected of having taken drugs in school



Drugs – Related Incident Report Form

Section 1: General Details	
Name of student:	D.o.B.
Home Address:	Post Code:
Reported by:	Position:
Date of Incident:	Time:
School:	Year/Class

Section 2: Medical/First Aid	
First Aid Given?	Yes/No:
	By whom?
	Brief Details:
Ambulance Called?	Yes/No:
	By whom? Time:
Sample Found?	Yes/No:
	By whom? Time:
	Brief details

Section 3: Contact(s):	
Parents Informed?	Yes/No
	By whom?
	Date: Time:
Police informed?	Yes/No
	By whom?
	Date: Time:
Sample given to police?	Yes/No:
	By whom? Date:
Board of Directors informed?	Yes/No
	By whom? Date:

Section 4 Details of The Incident:	
Incident Details:	
School Principal Sign	Date:

Section 5	
Outcome: (To be completed by the Principal only)	
Disciplinary:	
Pastoral:	
Other:	
Outline support available to student:	
School Principal Signature:-	Date:

The following organisations may be used for more specialised assistance:

Addiction traitement et soutien

Fondation Phénix

Route de Chêne 100
CP 215
1224 Chêne-Bougeries
Genève

+41 22 404 02 10

<http://www.phenix.ch>

La Main tendue

157
1211 Genève 4
Genève

143

+41 22 320 50 87

Service d'addictologie des HUG

Rue Grand-Pré 70C
1202 Genève
Genève

+41 22 372 57 50

<http://www.hug-ge.ch/addictologie>
service.addictologie@hcuge.ch

Fédération genevoise pour la prévention de l'alcoolisme

rue Agasse 45
1211 Genève
Genève

+41 22 329 11 69

<http://www.fegpa.ch>

stop cannabis.ch

Programme gratuit d'aide à l'arrêt du cannabis
1202 Genève

+41 22 379 04 59

<https://www.talktofrank.com/drugs-a-z>

stop alcool.ch

Programme gratuit d'aide à l'arrêt de l'alcool
1202

+41 22 379 04 59

<http://www.stop-alcool.ch>

