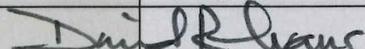


# Behaviour including Drugs Policy 2019



## St Aloysius' College

Hornsey Lane,  
Highgate,  
London  
N6 5LY

Last Review Date:	January 2019
Next Review Date:	Spring Term 2022
Governor's Signature:	



# St Aloysius' College: Behaviour including Drugs Policy 2019



The College's Behaviour Policy is designed to enable everyone in College to live and work together in a calm and safe environment, where

- Students are encouraged to become responsible members of the community.
- There is an atmosphere in which students can learn and teachers can effectively teach thus an effective learning environment is maintained.
- Everyone is treated with respect and courtesy.

It is the role of every member of staff at St. Aloysius' College to praise the behaviour we encourage and strive to foster. Similarly, it is the responsibility of every member of staff to challenge and respond accordingly to behaviour which breaks our rules, code of conduct and does not contribute positively to our learning environment. This will include:-

- **Serious verbal or physical abuse or threatening violence towards staff, students directly or through the use of online mediums such as the internet or mobile phones.**
- **Misuse of Drugs;**
- **Carrying an offensive weapon; and**
- **Any other very serious incidents that the Headteacher considers appropriate for permanent exclusion.**

However, the Headteacher reserves the right to sanction students when it is considered appropriate to do so with the following possible sanctions;

- Detention;
- Inclusion;
- Fixed term exclusion for a serious breach of College rules or pending further enquiry;
- Permanently exclude a student as a result of a very serious incident.

## Code of Conduct

At all times students must:

- Not disrupt the learning environment.
- Treat other students and staff with consideration and respect.
- Wear the recommended College uniform.
- Maintain a tidy appearance – shirts tucked in, ties straight, and blazers worn.
- Follow the instructions of the teachers.
- Avoid disagreements.
- Treat the building and equipment with care.

In registration students must:

- Arrive on time.
- Participate in the daily act of worship.
- Ensure that they are fully equipped for lessons, e.g. pen, pencil, etc.
- Present homework diaries for inspection.

## St Aloysius' College: Behaviour including Drugs Policy 2019



In lessons students must:

- Not disrupt the learning environment.
- Arrive on time.
- Bring appropriate equipment, including PE kit, for the lesson.
- Remove coats in the classroom.
- Record set homework in diaries.
- Contribute helpfully to the learning of other students.
- Not chew sweets or chewing gum.

Out of lessons students must:

- Respond promptly to bells.
- Walk quietly and directly from place to place, keeping to the left and adhering to the one-way systems on certain stairways and corridors.
- Not shout, display or involve themselves in unruly, boisterous or dangerous behaviour.
- Behave sensibly outside College towards people in the community.

Parents are reminded that:

- They should support the College in their endeavours to implement high standards in learning, behaviour and uniform.
- All property must be marked clearly.
- Homework diaries must be checked and signed each week.
- They should contact College on the first morning of an absence, and send in a note of explanation on the day the child returns.
- Cigarettes, lighters, illegal substances or items, must not be brought into College.

### Rewards

A College ethos of encouragement is central to the promotion of good behaviour. Rewards are one means of achieving this. They have a motivational role in helping students to realize that good behaviour is valued and encouraged.

It is important that there is an emphasis on praise, both formal and informal for individuals and groups. The College will promote good and improved behaviour by students through a system of recognition and reward. This will include:

- **Praise and positive feedback** – both verbal and written. Subject staff will be guided on assessment and marking procedures for the College by their Head of Department.
- **Commendations and Awards** – these include Achievement Awards, which are logged in students' diaries. Staff award these for academic and other reasons e.g. for contributing positively to St. Aloysius' College community. When a student receives 30 awards, they are presented with a certificate at assembly. The amount of certificates a student receives are recorded and can form part of future references etc., "Student of the Week" for each year group: these are awarded for specific reasons e.g. a single outstanding contribution, or improvement

## St Aloysius' College: Behaviour including Drugs Policy 2019



over a period of time, or sustained effort etc., all staff can recommend a student for this award to the appropriate Head of Year.

- **Calls/Letters to Parents/Carers** – all staff should be encouraged to note examples of good/improved work, positive contributions, sustained effort etc., and communicate this with home. This communication can be via an informal note in the student's diary, or a telephone call home. It should be remembered how powerful a positive letter home can be. Departments can produce their own "standard" letters, for staff to fill in, or individual letters can be written. Copies of all letters home should be placed on the student's file.

All Departments have reward post cards and these should be used at least once a term.

- **Prize Giving Days** - these take place for each year group at the end of the College year. Departments agree on students who have achieved highly, displayed consistent effort etc., to be rewarded publicly. Attendance and punctuality awards are also given at these celebrations of the year group's achievement.
- **Extension of College Privileges** – these could be on an individual or group basis, as warranted e.g. merit trips for students gaining the most achievement awards.

A record of rewards/awards should be noted on a student's file.

### Managing Discipline - Teacher Guidelines

#### Class Teachers

- Classroom discipline is initially the responsibility of the class teacher.
- Any difficulties, classroom or not, should initially be pursued by the individual member of staff.
- Every member of staff, whether on duty or not, is responsible for the out of lesson behaviour of students around the College.
- All sanctions must be followed through by the member of staff responsible.
- If the difficulty has not been resolved by using the available sanction, then support should be sought from the Head of Department by using the referral procedure.
- Any member of staff may make communication with parents when appropriate. **However, the Head of Year must be advised first, who will then advise course of action.**

#### Heads of Department

- As the expert in the subject area, the Head of Department will ensure the quality, relevance and level of presentation of work is appropriate for each group taught.
- Issues of classroom management, etc. will be resolved by the subject teacher and if necessary the Head of Department.

## St Aloysius' College: Behaviour including Drugs Policy 2019



- Head of Department's are also responsible for ensuring that high expectations of conduct and work are maintained within their subject areas. They should reinforce these high standards by supporting colleagues in maintaining these expectations, when necessary, passing on referrals of this nature to the form tutor for information.
- Initial problems, issues, concerns should be referred to/discussed with line managers.

### Form Tutors

- The Form Tutor is at the heart of the pastoral support system, and maintains a record of referrals using the College system. Copies of all referrals are kept, together with a written summary of any communications made, e.g. telephone calls to parents, discussion with student, etc.
- Subject teachers will refer 'academic' concerns to their Head of Department, e.g. homework, standards of work, who will copy outcomes to form tutor.
- Parents should be encouraged to contact Form Tutors with general concerns or parental issues. This should be done via the homework diary in the first instance.

### Heads of Year

- Heads of Year will become involved in incidents when they are of a very serious or persistent nature, or as part of the back-up process, on behalf of a Form Tutor or Head of Department.
- Heads of Year have authority to involve parents and outside agencies. If a Head of Year considers an incident will result in an exclusion, the Head of Year should consult with their Senior Leadership Team Line Manager.

### Assistant Headteachers/Deputy Headteachers

- Involvement in the very serious incidents, and in the very few cases where problems remain unresolved and continue to escalate.

### Headteacher

- Sanctions, exclusions, support and guidance, Saturday Detentions.
- The Headteacher reserves the right to hold additional detentions, even on a Saturday for students who persistently challenge the College rules.

### **LSC Inclusion**

This will occur as a result of persistent inappropriate and unacceptable behaviour, or for a serious incident. Students can be referred to the Centre by Senior Leadership Team, Head of Year and Head of Department. Students can be withdrawn full time from lessons and receive their educational entitlement in the LSC for two weeks, or longer in exceptional circumstances. Students can also be

## St Aloysius' College: Behaviour including Drugs Policy 2019



withdrawn from specified curriculum areas for up to two weeks for persistent poor behaviour in that subject.

Withdrawal from lessons, occurs through negotiation with staff concerned, and the LSC Manager and is usually part of a Pastoral Intervention Programme. Classroom discipline and behaviour management around the College building remains the responsibility of every classroom teacher.

### Types of Monitoring Forms

The **Head of Department** may place a student on:

#### White Form

This is a form administered by an individual department. The Head of Department will arrange for the student to be placed on White Form. In consultation with the Head of Year they will notify parents (in writing) copies to Head of Year and Form Tutor. The White Form will be for a period of two weeks. It must be signed each lesson by the subject teacher and then at the end of the week by the parent/carer and then given (by the student) to the Head of Department. In some cases it will be necessary for the Head of Department to invite parents into College. If these actions do not bring about the desired effect, the matter may then be referred to the **Head of Year** by the Head of Department.

The **Head of Year** may place a student on:

#### Green Form

This is a form administered by the Head of Year. The student will be on the form for a period of two weeks. The parent/carer will be notified in writing (copy to file and Form Tutor) and staff informed via the bulletin. Students will be required to report a.m. and p.m. to the Head of Year; unsuccessful completion of the two week period may result in Red Form via Learning Support Centre.

Students at risk of/or returning from exclusions, may be placed on:

#### Red Form

All Red Forms are administered by staff in the **LSC**. A student is on Red Form for two weeks. At all stages the seriousness of Red Form is stressed. A letter from the Head of Year explaining the system and why the student is on the form is sent to the parent/carer (copy to Form Tutor). Students must report (on time) to each a.m. and p.m. to the LSC. Failure to complete Red Form may result in exclusion. Having successfully completed a two week period on Red Form, the student may be placed on Green Form for two weeks.

A record will be placed on the student's file of Green and Red Forms.

A Head of Year or Head of Department should always seek advice/support from their Line Manager with serious incidents, or students they are particularly concerned with.



## St Aloysius' College: Behaviour including Drugs Policy 2019

**RESPONSES TO LATES** - Names will be taken at the front gate of those boys arriving in College after 8.35am (start of registration) on Monday – Friday and recorded as being late if they arrive after this time.

Parents/Carers of persistent latecomers will be informed by letter that if their son has any further lates, he will be sent home directly to obtain a note explaining the reasons for his lateness.

### Exclusions

#### Power to Exclude

The Headteacher is the only member of staff within the College who can exclude a pupil, either permanently or for a fixed-term. A pupil may be excluded for one or more fixed periods (up to a maximum of 45 College days in a single academic year).

In exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended.

A decision by the Headteacher to exclude a pupil permanently should only be taken:

- In response to a serious breach or persistent breaches of the College's Behaviour Policy; and
- Where allowing the pupil to remain in College would seriously harm the education or welfare of the pupil or others in the College.

When issuing exclusions, the College adheres to the DfE 2017 Exclusions Guidance.

The following actions constitute unacceptable behaviour and may result in fixed-term or permanent exclusion:

- Verbal abuse towards staff or pupils.
- Physical abuse attack on staff or pupils.
- Indecent behaviour.
- Damage to property or theft.
- Misuse of illegal drugs or other substances.
- Serious actual or threatened violence against another pupil or a member of staff.
- Sexual abuse or assault.
- Supplying, purchasing or holding an illegal drug.
- Carrying an offensive weapon.
- Arson.
- Unacceptable behaviour which has previously been reported, and for which College sanctions and other interventions have not been successful in modifying the student's behaviour.

#### Behaviour Outside College

Students' behaviour outside the College, for example College trips and journeys, away College sports fixtures or a work experience placement, is subject to the sanctions within the College's Behaviour Policy. For behaviour outside College but not on College "business" may still meet the criteria for exclusion.



## St Aloysius' College: Behaviour including Drugs Policy 2019

### Permanent Exclusion

Permanent exclusion is an extremely serious sanction, and a step taken by the College only as an absolute last resort. In most cases, permanent exclusion will be used only after various alternative strategies have proved to be unsuccessful. There are, however, some situations in which permanent exclusion on the first offence may be the only option. These include:

- Sexual abuse or assault.
- Serious, actual or threatened violence against another pupil or member of staff.
- Supplying, purchasing or holding an illegal drug.
- Carrying an offensive weapon.
- Arson.

This is not an exhaustive list and there may be other situations where the Headteacher makes the judgment that exclusion is an appropriate sanction.

It may be necessary for the College to involve the Police if the offence warrants it. All permanent exclusions will be reviewed by the Governing Body to ensure that they are lawful, reasonable, and procedurally fair. The Headteacher can withdraw an exclusion that has not yet been reviewed by the Governing Body.

### General factors the College considers before making a decision to exclude

Exclusion will not be imposed instantly unless there is an immediate threat to the safety of others in the College or the student concerned. Before deciding whether to exclude a student either permanently or for a fixed period the Headteacher will:

- Ensure appropriate investigations have been carried out.
- Consider all the evidence available to support the allegations taking into account the student's behaviour record, the College's Behaviour Policy, Equal Opportunity and Race Equality Policies.
- If the Headteacher is satisfied that on the balance of probabilities the student did what he is alleged to have done. If allowing the student to remain in College would seriously harm the education or welfare of the student or others in the College, exclusion will be the outcome.

### Fixed Term Exclusion

The length of a fixed-term exclusion will be set out by the College at the start of the exclusion period. If a student is excluded for more than 45 days in one College year, the exclusion may be converted to a permanent exclusion.

The College will arrange suitable alternative provision if the exclusion is above 5 College days.

### Alternative Behaviour Management Strategies

Exclusion will be used as a last resort at St Aloysius' College. The College will endeavour to use a range of alternative behaviour strategies to manage a pupil's behaviour prior to a Fixed Term or Permanent exclusion. Some of the alternative strategies are outlined below:



Internal Exclusion  
(see LSC Inclusion).

## Managed Move

It may be in the best interest of a student to have a chance of a fresh start by moving to another College. This will only occur in consent with parents, the Headteacher, and the College's Governing Body. The College will seek to work with the exclusions team at the London Borough of Islington.

Parents/Carers will not be put under any pressure to agree to a managed move, especially in fear of a permanent exclusion, and the College will do everything it can to ensure that the transition is as smooth as possible.

## Multi-Agency Assessment

St Aloysius' College will endeavour to refer pupils that persistently display disruptive behaviour to the multiagency assessment to assess whether the pupil requires multiagency support from other agencies.

## Short term Placement at a Quality Assured Alternative Provision

If a student has a high number of exclusions, or time in the LSC, and/or they are at risk of permanent exclusion, it may be necessary for the College to arrange a short term alternative provision placement to improve the student's behaviour. Progress will be monitored and reviewed.

## Informal PDC (Governors' Panel)

A student who has gone through the above steps and accrued a high number of incidents of poor behaviour or a high number of times in the LSC. They may be required to appear before an informal panel of Governors before a decision is made to permanently exclude, or to carry out a managed move.

## Parent Contracts and Parenting Orders

Where a student's behaviour has not improved despite interventions, the College may require parents/carers to engage with a parenting contract, the conditions of which are that the parent/carer undergoes a programme over an agreed period to help them help their child to change their behaviour. Continued failure to improve after this time may result in governors deciding that a Fixed Penalty fine is imposed.

## **Drugs Policy**

### **Aims of the Drugs Policy**

It is the responsibility of the College to help reduce the harm from drugs and play a role in drug prevention and help those who misuse drugs. This policy aims to give a clear view on the use of drugs in College and the importance of drug education. The policy emphasises the College's pastoral role and proactive approach to drug education and a clear view on the problem of drug use in College. Heads of Year will have an overview of the implementation of this policy.



## St Aloysius' College: Behaviour including Drugs Policy 2019

In developing this policy the College has considered the legal responsibility, the needs and responsibilities of students, teachers, Governors and parents.

### A Definition of Drugs

Drugs are substances that alter the mind or the body. This policy is concerned with legal drugs such as alcohol, tobacco and solvents, over the counter and prescribed drugs such as tranquillisers and pain killers and illegal drugs such as ecstasy, cannabis, cocaine, crack and heroin.

### Drug Education and Drug Prevention

St. Aloysius' College aims to provide a comprehensive and planned drug education curriculum as part of the health education curriculum and aims to provide all students with knowledge, attitudes and skills to be able to make informed decisions about drugs.

**Drug education is addressed through the PSHE curriculum and the Science curriculum. This involves lessons during dedicated PSHE days and the drug education modules of the core Science curriculum at both KS3 and KS4. The College participates in Red Ribbon Week in April. This involves anti-drug assemblies and videos and worksheets to be completed during form periods for that week.** The College acknowledges that a positive College ethos helps pupils to feel valued as part of the College community and in doing so helps to foster positive self-images which may help students cope better in situations involving drug use.

### Code of Practice for Medication using Drugs

#### Use of Paracetamol, Aspirin and Personal Medications

No member of staff is allowed to give casual medication to students or staff whether in College or on College trips. Casual medication in this instance includes anything from painkilling drugs and cold cures, to Vaseline creams and eye drops.

At the beginning of every College year parents are asked to complete an updated contact sheet (address, telephone number, emergency contact etc).

Parents must make special requests in writing to the Head of Year asking the first aid officer, or nominated person, to administer a drug during a current medical condition but before complying with this request the Head of Year may need clarification from the student's GP.

No student should carry painkillers and no student must ever give painkillers to another student.

If painkillers, like Paracetamol and aspirin, are necessary they must be given, with a letter from home, to the first aid officer who will keep a log of the time and dose. The College nurse must also be made aware of these conditions.

Students who suffer from Asthma must carry an inhaler on their person and they must also keep a spare one with the first aid officer.

Students going on field trips will be asked to identify in detail and explain any special medication.



### **Statement on the Misuse of Drugs in College**

The possession and usage of drugs, including tobacco, cigarettes and alcohol in College, or during College organised events, is forbidden. All the drugs covered by this policy are not permitted to be brought to College, sold, passed on or obtained on College premises or during College events. Any breaking of these rules, including on journeys to and from College, will result in punishment, which may include permanent exclusion.

### **Confidentiality**

Students at this College need to feel able to talk in confidence to a member of staff about a drug-related problem without the fear of being judged or told off. The welfare of young people will always be central to our policy and practice. However, teachers will not be able to promise complete confidentiality in order to seek specialist help if needed. Students will always be given this information if at all possible. Information about a student in relation to drugs will follow the same procedure as for other sensitive information. The Heads of Year will be informed and help sought if appropriate and in discussion with the pupil involved. Confidentiality will be maintained beyond certain key people.

### **Parental Involvement**

Parents will be informed of the drug education curriculum and have opportunity to raise concerns. Parents will be contacted if their child is caught breaking the rules on drugs. Opportunities will be made available for parents to get support on guidance concerning drugs and other health-related issues.

### **Police Involvement**

**All** drug related incidents are referred to our Safer College's Officer. However, in most cases any punishment is likely to be a College not a police matter. Acting upon the advice of the Safer College's Officer and the judgement of the Headteacher it can be left to the College's discretion.

Serious offences such as pupils supplying drugs etc. will be dealt with following the guidelines in the DFE Act for drugs Advice for Colleges, September 2012.

The College is aware of the Misuse of Drugs Act 1971 which controls heroin, Cocaine, LSD, MDMA (Ecstasy), Amphetamines and Cannabis and other drugs as well. This Act makes it an offence to possess or supply these drugs and it allows individuals to take possession of an illegal drug in order to prevent someone else committing an offence, providing they either hand it to the police or destroy it immediately.

Early help would involve Police education programmes, CAMHS and specific counselling. Support and advice with reference to FRANK, the support helpline is also offered to pupils and parents.

### **Responding to Drug-Related Incidents**

In all situations involving drugs the following principles apply:



## St Aloysius' College: Behaviour including Drugs Policy 2019

- ~~All situations will be carefully considered before deciding on the response~~
- A balanced view will be taken with regards to the needs of the student and the needs of the College community.
- The Pastoral system will be the first response if at all possible.
- Parents/carers will be involved at an early stage, wherever possible, and throughout any investigation.
- Support agencies will be involved, if appropriate.
- Support for students will be maintained and counselling arranged if appropriate.
- Responses may include both a disciplinary and counselling approach.

### Disciplinary Action

The type of punishment cannot be categorically stated as it will depend on the exact nature and degree of the offence. Parents/carers and students will be informed throughout the investigations. Any breaking of the rules regarding legal and illegal drugs will result in a range of disciplinary actions being taken and does include permanent exclusion.

### Counselling Action

The student's welfare is paramount and a referral for counselling or support within the College will be actively considered. The College has links with local drug agencies who can offer some counselling and work with pupils as part of the drug education programme. All links with these outside agencies will be through the key staff member. We believe that those students who are misusing illegal drugs and volatile substances should be encouraged to seek help at the earliest possible stage so that they can be helped.

Situations involving drugs may take the form of **emergencies, intoxication, discovery/observation, disclosure, suspicion/rumour**. This policy considers responses to these situations. In all cases the Headteacher will be informed as soon as possible.

**Emergency** situations where a person is unconscious as a result of drug use. Staff with first aid qualifications should be called and the person not left alone. The person will be placed in the recovery position and an ambulance called. The parents will be informed and an assessment of the incident started, including finding out what has been taken and evidence gathered. A report of the incident should be written down and given to a senior member of staff. The key staff involved will decide whether disciplinary and/or counselling action will be taken.

**Intoxication** from drug use. The person will be removed to a quiet room and not left alone. A senior member of staff should be called and the first aider, and medical assistance sought if necessary. Parents will be informed and asked to come to the College. A report of the incident should be recorded and a decision on further action, including disciplinary and/or counselling action should be taken.

**Discovery/observation** when a person is discovered using, supplying or holding a substance that is not permitted on College premises. The person should be approached and the substance confiscated. A senior member of staff will be called and the person(s) involved questioned. If there is doubt about the substance obtained then the drug services will be contacted. Parents will be informed and asked



## St Aloysius' College: Behaviour including Drugs Policy 2019

~~to come to the College. The College will decide whether a disciplinary and/or counselling approach will be taken.~~

**Disclosure** when a student discloses to a member of staff that he/she has been using drugs. Teachers will be non-judgmental and caring and will show concern for the pupil's welfare. Students will be told that teachers are not able to promise total confidentiality if further support is to be considered such as referral to a drug service or counselling service. Information about the student will only be given to key people and no one else unless the student gives their consent. Professional confidentiality is maintained at all times. The College can make a referral to outside agencies.

**Suspicion/rumour.** Staff will act where an informed view is held that a student may be using drugs or be in possession of drugs to address this concern. Key members of staff will be informed and the incident will be recorded and evidence collected. Student(s) involved may be questioned in that process. Parents will be kept informed of any suspicions that the College may hold.

**Dealing in drugs.** Anyone discovered or found to have sold or passed on drugs to other students is clearly endangering the health of others in College and are likely to be permanently excluded.

**Smoking.** Any student found smoking in College, on College trips or travelling to and from College will be disciplined and parents will be informed. Any smoking equipment or material such as cigarettes, lighters, matches, cigarette papers etc., will be confiscated by staff. Exclusion will be considered as an appropriate punishment for students who repeatedly break this no-smoking rule.

**Alcohol.** The same procedures and sanctions apply to alcohol possession and consumption as in the case of tobacco.

### Reporting Procedure

The reporting procedure ensures that only a limited number of people will be involved in any incident. All incidents are reported to a member of the senior staff and the appropriate Head of Year. The Headteacher is always informed. If an exclusion is considered then the procedure for this is put into action involving the governors. All incidents are written down and kept in the Headteacher's office as confidential items.

### Monitoring Drug-Related Incidents

In order to ascertain the extent of drug use in the College community, any incident involving drugs will be monitored by the Headteacher or his Deputy.

### Training of Teachers

The College will ensure that relevant teachers receive training to help them provide effective drug education and support for their teaching and understanding of the issues. The College takes advantage of the support, advice, information and training provided by the LEA and Camden and Islington Health Promotion Service.



## **St Aloysius' College: Behaviour including Drugs Policy 2019**

### **Review of the Policy**

---

This policy is reviewed regularly and in the light of any incident that may occur related to drugs.