



**PRIORY SCHOOL**  
EDGBASTON

## **SAFEGUARDING POLICY**

### **(STATUTORY)**

<b>Trustee Committee:</b>	Risk and Compliance	
<b>Date Approved:</b>	November 2025	
<b>Next of Review:</b>	November 2028	
<b>Member of Staff Responsible:</b>	AF Alex Flood Assistant Headteacher	
<b>Trustee Overseer:</b>	Risk and Compliance Committee	
<b>Intended Audience:</b>	Options: Employees, Volunteers, Parents, Pupils, and Visitors	
<b>Relevance:</b>	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
<b>Access:</b>	Website	Yes
	Internal	No
	Restricted	No

## Our Mission Statement

**Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.**

**In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.**

**We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.**

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff, and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate, and review as necessary.

### ***1. Rationale***

The purpose of this policy is to prevent pupils from using illegal drugs at any time and to outline the procedures and sanctions which will result from possession or use of illegal drugs within the school.

In this policy, reference to 'drugs' includes all illegal drugs and also solvents, the possession of which might be lawful, where the intention is to use the substance as an intoxicant.

### ***2. Policy Statement***

It is the policy of Priory School that the school is and will remain an environment entirely free from illegal drugs, the paraphernalia of drugs, substances intended to resemble drugs and the 'culture' of drugs.

It is therefore inevitable that:

- A breach of this policy by pupils will be regarded as a very serious breach of discipline.
- Pupils suspected of drug related offences while under school auspices will be suspended immediately and an investigation will begin. Pupils may be permanently excluded if the evidence shows that it is probable that drugs have been brought into the school, or possessed, used, or supplied in the school. The same applies to possession, use or supply of drugs during any school related activity away from the school premises.
- The Headteacher will inform the police of any evidence of possession, consumption or supplying of an illegal drug, since each constitutes a criminal offence.
- This policy will be supported by a comprehensive programme of education through PSHEE (Personal, Social, Health and Economic Education).

### **The Implementation of the Policy**

**Implementation of the policy will be based upon trust and understanding between pupils, staff and parents and is seen as being in the best interests of all pupils at the school. This is in line with our Mission Statement – 'In partnership with parents, we provide a caring community.' It is also meant to act as a positive and effective deterrent since the ultimate sanction is permanent exclusion from the school for a proven offence.**

**The Headteacher takes overall responsibility for the implementation of the policy but all suspected incidents will be immediately reported to the Chairman of the Governing Council, who will convene a committee for the consideration of appropriate sanctions in conjunction with the Headteacher.**

### ***2. Education***

A continuing programme of education about drugs will be maintained throughout the school. The programme will be delivered during the PSHEE Programme but will be supported through other subjects.

### ***3. Involvement of Parents***

Parents will be informed of any incidents involving their child as soon as possible after a preliminary investigation has been carried out.

#### **4. Management of a Drugs Related Incident**

Having identified an incident allegedly involving drugs, it is likely that: -

- The pupil(s) involved will be suspended immediately and asked to wait in separate rooms to be interviewed.
- Where possible, the parents will be informed at the earliest opportunity. They will be able to collect their son/daughter once an initial statement has been made but will be expected to return for further questioning as necessary.
- The police may be informed – their procedures will take precedence.
- The Headteacher will begin an investigation, questioning all involved but taking care that the pupils are comfortable and have access to water and a lavatory.
- Contemporaneous notes will be taken of all interviews. Involved persons may be asked to write down any information they may have.
- The Chairperson of the Governing Council will be informed as soon as possible. A Committee of Council Members may be convened to advise / support the Headteacher during the investigation and to decide any relevant sanctions.
- If the Headteacher suspects a pupil of involvement in an incident involving illegal substances, additionally he may,
  - Inform the police (where illegal substances are involved)
  - Ask a member of staff to search a pupil's desk or locker and any coat or school bag.
  - The pupil may be asked to empty his/her pockets. If the pupil refuses, the police should be called in to deal with the situation. Intimate physical searches will never be made by a teacher.
  - Organise an appropriate drugs test, urine or mouth swab, with a suitable qualified health practitioner.

#### **Sanctions for Pupils Involved in Activity with Illegal Drugs**

- The Headteacher will be advised by the Chairman of the Governing Council in the exercise of appropriate sanctions. Any sanction will clearly demonstrate the serious nature of the incident. Suspension is automatic upon suspicion of a pupil's involvement in a drugs related incident and permanent exclusion may well result.
- If the outcome of a first offence is not permanent exclusion, permanent exclusion will be automatic if the offence is repeated at any point in the pupil's school career.

#### **5. Important Notes**

The school will consider each incident individually and recognise that a variety of responses will be necessary to deal with incidents.

Appropriate counselling and support will be a re-entry requirement for those pupils perceived to be at risk. Organisation of this support will be the responsibility of the parents / guardians of the pupil(s) involved. In incidents where the case is not proven but there are grounds to suspect the involvement of the pupil in a drugs related incident, the Committee of Members of the Governing Council may permit the pupil to remain at school subject to certain conditions. These conditions will normally be agreement to a re-entry contract following a period of suspension and participation in a random drugs testing programme as required by the Headteacher.

Those who sell drugs, possess them with intent to supply, distribute them or encourage others to use them will be permanently excluded from the school.

***6. Review Procedure***

A pupil required to leave the school because of involvement in drugs will be entitled on written request made by the parent(s)/guardian(s) to have his/her case reviewed in accordance with the school's Complaints Procedure.