



Issue Date	Dec 2023
Next Review Date	Sept 2025

Two members of staff will be present during any search which will be conducted in the presence of the student and will be conducted in such a manner as to minimise embarrassment or distress. Parents will be informed in advance where possible, but it should be noted that we may need to conduct an immediate search and it may not be possible to contact parents in time. Following a search, whether anything is found or not, a written record will be made of:

- the student searched;
- who was present for the search;
- date, time and place of search;
- reason for the search;
- outcome and any follow-up action.

URINE TESTING

There will be no random testing, except as outlined in the paragraph below, **Discipline Following Misuse** i.e. when a student has admitted to/previous misuse.

Every effort will be made to inform parents in advance of the test, but, as timing is of critical importance, it may not always be possible.

PROCEDURE FOR URINE TESTING

(Full details of the testing procedure are available from the Health Centre)

The site for sample collection will be the Health Centre, which will provide a discreet area with a wash basin, lavatory and the necessary equipment:

Collection of the samples will be carried out in the School's Health Centre at that time. A female member of staff, chosen by the student, will accompany her at the Health Centre. Although every effort will be made to maintain privacy and dignity, it will be necessary to ensure that the sample is not interfered with or contaminated in any way.

If the test proves negative, no further sanction will be implemented (unless there is other evidence of misuse – see 'evidence of misuse' paragraph). The school, in conjunction with parents, will pursue other avenues to resolve the problem which aroused suspicion. If a student refuses to give her consent, she will be warned that the school may proceed as if there had been a positive test.

DISCIPLINE FOLLOWING MISUSE

If the only firm evidence that a student has been taking controlled drugs is a positive urine test, a range of sanctions may be applied. Depending on the circumstances, and at the discretion of the Head, she may be allowed to

CHANGE IN THE PROCEDURE

It may be necessary to change the procedure from time to time. Any changes shall be authorised only by the Head and shall come into force on the date designated by him (which may be immediate). The amended procedure will be published as soon as practicable but no later than the beginning of the term following the date the changes were made.

RESULTS OF THE TEST

Results of the test will be communicated to the Head and/or Senior Deputy Head. The student and her parents will also be informed. Should further tests then be required this fact will be known only to those people.

CONFIDENTIALITY

Records of the testing will not be used for any other purpose.

CHARGING FOR THE TEST

The school will cover the cost of a first test required if it is negative. Otherwise, the fee must be borne by the parents.