

HAYDON SCHOOL

Substance Abuse Policy

Mission Statement

Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.

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Statement of Intent

Here at Haydon, we are strongly committed to keeping students safe from drugs and alcohol, both on our premises and in the wider community. This policy has been developed in conjunction with DfE guidance to ensure that everyone is aware of the risks posed by the misuse of drugs and alcohol.

The school maintains the view that alcohol and drug use on school premises is entirely unacceptable; however, we recognise that zero-tolerance policies have a disproportionately negative impact on some students, e.g. victims of child criminal exploitation (CCE). For this reason, we aim to foster an educational approach of supportive discipline, whereby students who are facing issues with drugs and alcohol are aided through both internal and external support, as well as disciplinary measures where appropriate, to make more healthy and positive choices and to reframe their attitudes towards drugs and alcohol.

For the purposes of this policy, a "drug" is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- o All illegal substances
- o Alcohol
- o Tobacco
- o Solvents
- o Medicines
- o Legal highs

We are committed to:

- o Providing a safe and healthy environment for the school community.
- o Providing a robust policy which outlines our approach to supporting students struggling drugs and alcohol misuse.
- o Developing and improving the policy by reviewing it after any incident.
- o Educating students on the dangers of drug and alcohol misuse.

SUBSTANCES COVERED BY THIS POLICY

This policy incorporates alcohol, cigarettes, volatile substances, certain permanent ink markers, all forms of medicines, pain killers whether prescribed or bought over the counter, and all other legal and illegal drugs. It also applies to glue, aerosol sprays, and other substances where they are used as intoxicants. Involvement in the abuse of any such substances constitutes "involvement in drug related activity".

Any prescribed medicines to be taken in school need to be left in the Medical room except for inhalers and epi-pens which should be carried by the student.

AIMS AND OBJECTIVES

Haydon School is committed to:

- o Minimising the number of students who experiment with or abuse drugs.
- o Minimising harm amongst those who, despite our best efforts, decide to experiment or abuse. In particular, we are seeking the following outcomes:

That all students will:

- o Have a greater understanding of the health risks associated with specific substances
- o Have a greater understanding of the legal risks associated with specific substances
- o Have a greater understanding of the disciplinary implications of possession or abuse on the school site
- o Have a greater understanding of the social implications of widespread substance abuse
- o Be better placed to resist peer pressure relating to abuse and experimentation

To ensure that:

- o Those who do choose to experiment or abuse are aware of 'harm minimisation' strategies
- o All students and staff are aware of school based guidance facilities and the role of outside agencies
- o All students and staff can function in a 'drug abuse free environment'

SUBSTANCE MISUSE

o Students are absolutely forbidden to engage in any drug related activity whilst under the jurisdiction of the school. They are forbidden to share, or attempt to share, ingest or otherwise use any substance which, when used by the student with the intention to bring about a state of intoxication, causes the behaviour of the student to be a threat to the health and safety of the student concerned or any other member of the

- school; or otherwise disrupt the orderly operation of any part of the educational process for which the school is responsible.
- o Students must not engage in any drug related activity especially whilst under the jurisdiction of the school. This will include involvement in the purchase, possession, supply, intent to supply, being concerned in supply or consumption of drugs or abuse.
- o A student who is found under the school jurisdiction in possession of a drug, or any illegal substance, for abusive purposes is in breach of the school rule banning possession, even if the student was not planning to consume the drug while under school jurisdiction.

Definition of School Jurisdiction:

- o This policy applies on school premises and/or when it involves any member of the school community during school hours, whilst students are on visits and trips, at school events and other occasions related to the school and on any occasions when the students are the responsibility of the staff. The effects of previous use are unacceptable in school time and as such student behaviour should not be under the influence of substances which contravene this policy.
- o This policy applies when students are travelling to and from school in uniform, they are considered to be representing the school and therefore the school rules apply. This includes 6th form students, who remain subject to school jurisdiction even if off site, when not being taught.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- o Children and Families Act 2014
- o Education Act 2011
- o Health Act 2006
- o DfE (202) 'Keeping children safe in education 2022'
- o DfE (2018) 'Mental health and behaviour in schools'

This policy operates in conjunction with the following school policies:

- o Searching, Screening and Confiscation Policy
- o Child Protection and Safeguarding Policy
- o Health and Safety Policy
- o PSHE Policy
- o Administering Medication Policy
- o Behaviour for learning Policy
- o Care and Control Physical Intervention Policy
- o Social, Emotional and Mental Health (SEMH) Policy
- o Secondary Relationships, Sex and Health Education (RSHE) Policy

2. Roles and responsibilities

- 2.1 The governing board is responsible for:
 - o Ensuring that effective policies and procedures are in place to make sure that students are kept safe from alcohol and drugs at school.
 - o Ensuring that this policy is maintained and disseminated to all relevant stakeholders.
 - o Ensuring that students experiencing difficulties with alcohol and/or drugs can access the support they need.
 - o Working with the headteacher, and in liaison with staff, parents, students, health and other professionals, to ensure that the relevant curricula, e.g. RSHE and PSHE, addresses the needs of students and the local community, and reflects current trends.
 - o Ensuring that the designated safeguarding governor submits a regular written report to the governing board concerning drug- and alcohol-related incidents and concerns.

2.2 The headteacher is responsible for:

- o The day-to-day management of this policy.
- o Providing a safe environment for all members of the school community.
- o Working with governors to ensure compliance with relevant legislation.
- o Informing the governing board, via the designated safeguarding governor, of any issues and developments concerning drugs and alcohol.
- o Acting on any concerns arising from students' use of drugs and alcohol.
- o Informing parents of any drug- and alcohol-related incidents concerning their child, where appropriate and where doing so will not place the child at risk.
- o Inviting the local police and drugs team into school to raise awareness of the risks and issues associated with drugs.
- o Informing the police of any drug- or alcohol-related decision, where they deem it appropriate to do so.
- o Ensuring a consistent approach to managing drug and alcohol incidents.

2.3 The DSL is responsible for:

- o Ensuring that staff have the skills to teach and discuss issues relating to drugs and alcohol.
- o Ensuring that students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- o Consulting with students to inform provision around drugs and alcohol education.
- o Accessing appropriate training to enable them to successfully advise the school on drug and alcohol matters.
- o Liaising with local services as necessary to provide support for students.
- o Assisting with the monitoring and review of this policy.

2.4. Staff are responsible for:

o Attending scheduled training concerning drugs and alcohol, including how to spot the signs and symptoms of use and dependency, identifying paraphernalia, and how to respond to a drug related incident.

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- o Reporting concerns regarding students' use of drugs and alcohol to the DSL.
- 2.5. The site manager is responsible for:
 - o Regularly checking the school premises for signs of drug and alcohol use and reporting any concerns to the DSL.
- 2.6. Students are responsible for:
 - o Ensuring they do not bring illegal or prohibited drugs or alcohol onto school premises or whilst engaged in any off-site activity representing the school.
 - o Ensuring they do not take drugs or consume alcohol whilst travelling to or from school.
 - o Contributing to the development of this policy by providing feedback on the effectiveness of the drugs and alcohol education provided, and on how incidents are managed.
- 2.7 External agencies are responsible for supporting the school with drug and alcohol issues as required.

3.Staff training

- 3.1 The school recognises that early intervention can prevent drug misuse. As such, all staff will receive training in identifying the signs that a student may be at risk at least annually, and as part of the school's CPD program
- 3.2 Staff will receive formal training during their induction and will receive regular and ongoing training as part of their professional development.

4. The Curriculum

- 4.1. All students will receive regular guidance on drugs and alcohol as part of the RSHE curriculum, in line with the Secondary Relationships, Sex and Health Education (RSHE) Policy.
- 4.2. Lessons will be delivered as appropriate to the age and phase of the students and will be differentiated according to individual learning styles.
- 4.3. Information about drugs and alcohol will feature regularly as part of pastoral education in the form of classes and assemblies. Where appropriate, visitors and external speakers will lead classes on drug and alcohol misuse, for example this area will feature prominently in our annual Safeguarding Week.
- 4.4. The pastoral system at present has the form tutor as the first source of help and support for students. More serious issues are passed on to the Year Team who may involve the Welfare Assistant. The Medical Room will have a role in the welfare and counselling with leaflets and advice on display for both students and parents. The Student Counsellor will also provide support, counselling and advice.
- 4.5. The main vehicle for transmitting relevant knowledge, skills and attitudes will be the PSHE (Personal, Social and Health Education) programme.
- 4.6. PSHE modules on substance abuse will be delivered from Yr 7 onwards to sponsor a 'spiral' development of knowledge, skills and attitudes.
- 4.7. The programme will be co-ordinated by the teacher in charge of PSHE. Outside agencies will support with the delivery of these programmes.
- 4.8. Form Tutors delivering the programme will be provided with INSET to ensure that their knowledge is current.
- 4.9. As part of the programme students will be made aware of the school guidance and disciplinary systems.
- 4.10. The programme will deal with alcohol, tobacco, Vaping, solvents and illegal drugs.
- 4.11. The core message will be **IGNORANCE = DANGER**.

5. Specific types of drug

5.1. Smoking

In accordance with part 1 of the Health Act 2006 and the school's Smoke-free Policy, the school is a smoke-free environment. Parents, visitors and staff will not smoke on school grounds and must avoid smoking in front of students and/or encouraging students to smoke. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

Haydon is a no smoking site and has zero tolerance attitude to smoking and vaping. Therefore, any student found smoking or vaping, or in the company of smokers will be internally excluded for one day. Students may be asked to attend a health aware session with the school nurse after school if the offence is repeated. Repeated offences will be deemed as persistent and defiant behaviour and may lead to lengthier exclusions and in extreme cases could warrant permanent exclusion

5.2. Legal drugs and prescribed medicines

- o The school recognises that some students may require medications that have been prescribed by a doctor or other health professional. Parents have the primary responsibility for their child's health and the school will request all relevant information about students' medical conditions from parents.
- o Medicines will only be permitted to be brought onto the premises if it would be detrimental to the child's health if medicines were not administered during their time at the school.
- o The school will only accept medicines which have been prescribed by a doctor, dentist, nurse or pharmacist, with the exception of over-the-counter painkillers, e.g. paracetamol, which may be taken in accordance with package instructions.
- o The school will only accept medicines which are provided in the original container as dispensed and include the prescriber's instructions for administration and dosage.
- o Further guidance can be found in the school's Administering Medication Policy.

5.3. Alcohol and Solvents

In possession:

- o First offence: Internal exclusion and letter home
- o Second offence: External exclusion and final written warning. Return on contract. If the contract is broken it is likely to lead to permanent exclusion

Use on site or under the influence:

oFirst offence: External exclusion and final written warning oReturn on contract

oIf the contract is broken it is likely to lead to permanent exclusion

- o Students will not be permitted to bring solvent-based products onto the premises including, but not limited to, aerosol deodorants, compressed air and aerosol hairspray.
- o The school will ensure that potentially hazardous solvents are stored safely, and students will be supervised if they are required to come into contact with them. More information can be found in the school's COSHH Policy.

6.Illegal Drugs

A student in possession, using, and/or under the influence of illegal drugs

or

caught with drug paraphernalia such as oversize Rizla cigarette papers, Grinders, THC Oil, will be dealt with as follows:

o The parents and **community** police will be informed and the student will be externally excluded. The school will convene a meeting of parent, student and a governor as soon as possible. The outcome of this meeting will depend on the attitude of the parents and student. The student will only be allowed to return to school if the student agrees to **consider** substance abuse counselling as a key element of a written agreement.

Permanent exclusion will apply if no Drugs Agreement is agreed or if the Drugs Agreement is subsequently broken. (Appendix 2)

o SUPPLY - A student shown to be involved in offering an illegal drug to others while under the care of the school will be permanently excluded.

- o Involvement in the supply of drugs can take many forms. Any of the following, for example, would be seen as involvement in the supply of drugs and therefore a most serious offence:
 - **o** Sharing a drug with others
 - Helping or facilitating another student to gain access to drugs or come into contact with someone willing to deal drugs
 - **o** Making arrangements for another student to buy drugs, even if the transaction itself were to take place outside the school and outside school hours
 - **o** Making drugs or any illegal substance accessible to other students in any way

Please note the above list is not exhaustive. The individual case of involvement in the supply of drugs will be assessed independently.

- o Intent to supply or attempt to supply is a serious offence, even if no supply actually takes place. A student does not have to make a monetary or any other gain from passing on a drug to be guilty of involvement in supply. A student does not have to be introducing or encouraging others who have no previous drug involvement to be guilty of supply. A student who supplies a drug to another, commits a serious offence even if he/she is passing over a substance which is not an illegal drug and is not harmful. For a student to lead another to unwittingly consume a drug of abuse is a serious offence.
- o Students who place themselves in such a way as to give support and encouragement to drug related activity (e.g. by joining students who truant from class to take a drug of abuse) should expect to face serious sanction for offering that support or encouragement, even if they bought no drug and consumed no drug themselves.
- o Abuse of drugs which can be bought commercially or obtained under prescription is strictly forbidden and a serious offence, again meriting exclusion.

7.Students found to be under the influence of drugs or alcohol

7.1 Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on school premises will be escorted either to; the Year Office, Deputy Head (Pastoral), Haydon Hive (DSL), Medical room, or to the headteacher's office, where they will be assessed.

- 7.2. The school will decide whether it is appropriate to notify the student's parent parents will generally be informed unless the school feels there is a safeguarding concern which means that telling the student's parent may put them at risk. Where the school determines parents should be notified, they will be contacted and asked to remove the student from the premises. The student will remain in the area where they have been assessed, until their parent/carer arrives. In the event the school chooses not to inform the student's parents, the student will remain in one of the areas listed above where they will be given water and offered pastoral support.
- 7.3. If necessary, a search will be conducted in line with the Searching, Screening and Confiscation Policy.

8. Medical emergencies

- 8.1 In drug- or alcohol-related medical emergencies, trained first aiders will be summoned and care will be provided in line with the First Aid Policy. A staff member will remain with the casualty until the trained first aider arrives. Other students will be removed from the immediate area as soon as is reasonably practicable.
- 8.2 Following assessment by the first aider, a decision will be made as to whether an ambulance will be called. The student's parent will be telephoned and told about the incident.
- 8.3. An <u>Unauthorised Drug Use Reporting Form</u> will be completed.
- 8.4. If the student is felt to be at risk, the Child Protection and Safeguarding Policy will come into effect and social services will be contacted.

9. Threatening behaviour

- 9.1. Aggressive and threatening behaviour by students under the influence of drugs or alcohol will be taken very seriously. Where aggressive and/or threatening behaviour is displayed, the school will contact the police where necessary.
- 9.2. Any student displaying aggressive and/or threatening behaviour will be removed from the premises. If a student displays this kind of behaviour, their parents will be contacted and sanctions will be implemented in line with the school's Behaviour for Learning Policy.

10. Searching

10.1 Under part 2, section 2 of the Education Act 2011, teachers are authorised by the headteacher to search for any prohibited item including, but not limited to, tobacco, cigarette papers, illegal drugs and alcohol, without the consent

- of the student, if they have reasonable grounds for suspecting that the student is in possession of a prohibited item. Staff members may use common law to search students for any item with their consent.
- 10.2. Staff may request a student to empty their pockets and bag if the student has given reasonable cause for legitimate suspicion that he/she is in possession of a banned substance. Staff must always have another adult present as a witness, along with the student. Should the student decline, the police may be called, with the student observed in the meantime to ensure they do not dispose of any substance. Lockers may also be searched with or without student permission.
- 10.3. A staff member carrying out the search can confiscate anything they have reasonable grounds for suspecting is a prohibited item. This includes "legal highs" and other potentially harmful materials which cannot immediately be identified.
- 10.4. Here at Haydon, we will only allow the Safeguarding Team, alongside any Level 3 Safeguarding trained staff to search a student.
- 10.5. Searching of a student will always carried out in pairs, with at least one of the staff being the same sex as the student.
- 10.6. All searches will be conducted in line with the Searching, Screening and Confiscation Policy, and the Physical Intervention Policy where physical contact with a student is required.

DISPOSAL

- o In the event of a drug related incident the school may contact the Police for advice immediately. The school will act upon their guidance. The Police will be asked to oversee the disposal of any suspected illegal substances. Any suspect substance found will be confiscated by the member of staff, along with the second adult, who is conducting the initial enquiry. Both staff and student will sign the appropriate statement witnessing the handover of the drug to the member of staff conducting the initial enquiry.
- o A member of the Senior Leadership Team (SLT) will take temporary possession of suspected illegal drugs. There will always be a second person present, as a witness, when the sample is secured in a bag and placed in the school safe until the police arrive to collect it.
- o Drugs paraphernalia found on the school premises will be handed over to the Police.

11. Controlled substances

- 11.1 Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation alongside the name of any witness(es) present. The staff member will store the sample in a secure location (Safe in the Head's office)
- 11.2 Dependent upon the contents of what has been found, the incident may be reported to the police, who will collect the sample and then deal with it in line with agreed protocols. As a minimum of a log of the search and confiscated items will be logged onto CPOMS.
- 11.3. The school will consider, on a case-by-case basis, whether it is appropriate under the student's specific circumstances to divulge the name of the student from whom the drugs were taken, and names will not be given to the police where the school cannot be certain beyond reasonable doubt that the student in question was the one in possession of the drugs.
- 11.4 A full incident report will be completed and uploaded onto CPOMS and shared with the headteacher.
- 11.5. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.
- 11.6. Where controlled substances are found on school trips away from the school premises, the parents of the student, the DSL as well as local police, will be notified.

12. Safeguarding

- 12.1. The school understands that the misuse of drugs and alcohol can often be a sign of underlying issues.
- 12.2. All staff are aware that behaviours linked to issues such as drug and alcohol misuse put students in danger. Staff will be particularly alert to the potential need for an early help referral (Stronger Families) for a student who is misusing drugs or alcohol.
- 12.3. Students experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.
- 12.4. Support will be arranged and offered to students in line with the school's Child Protection and Safeguarding Policy and Social, Emotional and Mental Health (SEMH) Policy.

13. Child criminal exploitation (CCE)

- 13.1. CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity in exchange for something the victim needs or wants and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or threats of violence. CCE can include children being forced to work in cannabis factories and being coerced into moving drugs across the country (known as county lines).
- 13.2. Staff will be made aware of the following potential indicators of CCE:
 - o Students who appear with unexplained gifts or new possessions
 - o Students who associate with other young people involved in exploitation
 - o Students who suffer from changes in emotional wellbeing
 - o Students who misuse drugs and alcohol
 - o Students who regularly miss school
- 13.3 Staff members will be aware that illegal drug use or possession by students may indicate that they are victims of exploitation, even if it appears that illegal activity regarding drugs is something to which they have consented. The DSL will use their professional judgement to ensure they can reasonably rule out CCE as an explanation for a student's drug-related behaviour before pursuing other support and disciplinary procedures, rather than making assumptions about the student's intentions.
- 13.4 Staff will be alert to the indicators above and all concerns relating to CCE will be managed in line with the Child Protection and Safeguarding Policy.

14. Managing incidents

- 14.1. Instances of students being involved in drug and/or alcohol incidents will be managed in line with the relevant school policies, including the Behaviour for Learning Policy, Child Protection and Safeguarding Policy, and the Social, Emotional and Mental Health (SEMH) Policy.
- 14.2. Following an incident, the headteacher will work with key members of staff, including the DSL, to decide on the most appropriate course of action to take. This action may include discipline being enforced in line with the Behaviour for Learning Policy, or informing the police in severe circumstances.
- 14.3. The headteacher will also be responsible for deciding if it would be appropriate to exclude the student. However, every effort will be taken to support students to adopt healthier behaviours and choices before

resorting to exclusion. Exclusion will be avoided wherever possible for students whose parents or carers are known to the school to misuse alcohol and drugs.

Support will be arranged for students involved in any alcohol- or drug-related incidents, in line with relevant school policies.

15. Monitoring and review

This policy will be reviewed annually by the Head teacher in liaison with the DSL.

Any changes to this policy will be communicated to staff and all relevant stakeholders. The next scheduled review date is June 2023.

Unauthorised drug use reporting form

Guidance on completing this form:

Was an ambulance or doctor called?

- Do not identify the student involved
- Copy the form once completed
- Send a copy of the form to the headteacher within 24 hours of the incident taking place
- Record the student's name and form on the original form and store it securely in location

What type of incident are you reporting? (Tick as appropriate) Student in possession of unauthorised drugs Drug paraphernalia found on school premises Student supplying unauthorised drugs on Disclosure of parental drug misuse school premises Student disclosure of drug use ☐ Parent expressing concern over potential drug misuse ☐ Incident occurring outside school Emergency intoxication premises Student **General details** information Date of incident: Form: Time of incident: Has the student been involved in previous incidents? Age: **Incident details** Drug involved (if known): Staff involved: Use this space to describe the incident: Has any further action been taken (e.g. contacting the police, students and staff informed, other agencies involved)? First aid details Was first aid given? If yes, who gave the first aid?

Who called them?					
What time were they called?					
Drug details					
Were any drugs found/removed?					
Where were they found/seized?					
Name of witness:					
Signature of witness:					
Disposal arrangements:					
Police incident number (where applicable):					
Parental details					
Were parents informed?					
Reason for deciding not to inform parents, where applicable:					
Name of parent informed, where applicable:					
Who informed them of the incident?					
At what time were they informed?					
Administrative details					
Form completed by:					
Job role:					
Signature:					
Follow-up action taken					



AGREEMENT FOLLOWING A PERIOD OF EXCLUSION FOR A DRUG RELATED INCIDENT

DIGO RELATED INGIDENT
Name:
Dates of Exclusion:
Reason for Exclusion:
On my return to Haydon School I Name agree the following:
 To attend a session with a drugs counsellor from SORTED on a regular basis at Haydon School.
2. Not to engage in any drug related activity whilst under the jurisdiction of Haydon School.
3. This will include involvement in the purchase, possession, supply, intent to supply, being concerned in supply or consumption of drugs or abuse.
4. Not to use, and/or be under the influence of illegal drugs whilst under the jurisdiction of Haydon School
5. Not to carry any drug paraphernalia such as oversize Rizla cigarette papers.
6. To read the Substance Abuse Policy for Haydon School.
7. I understand that if there is any further involvement with drugs then I will be permanently excluded from Haydon School.
Signed:
Name:
Date:

Appendix 3

USEFUL CONTACTS

Frank About Drugs

0800 77 66 00

www.talktofrank.com

This support provides confidential support 24 hours a day to parents as well as students. They can give information on services in the local area including counselling and specialist clinics.

ADFAM

020 7553 7640

www.adfam.org.uk

admin@adfam.org.uk

This is a charity aimed at supporting the families and friends of drug users

Childline

0800 11 11 11

Free 24 hour helpline for children or young people in trouble or danger

Parents Against Drug Abuse (PADA)

08457 023 867

admin@pada.org.uk

Supports parents of drug users

Young Minds

0800 018 2138

Free confidential helpline providing information and advice for any adult with concerns about mental health of a young person

Families Anonymous

0845 1200 660

www.famanon.org.uk

This is a support group for parents of drug users.

Drug Helpline

www.drugsline.org

Confidential helpline for users, friends and relatives

Drug Abuse in family

www.YoungCarers.net/Drug Abuse

Under 18 and in need of support caring for someone abusing drugs or alcohol

Useful websites:

www.drugscope.org.uk

www.nhs.uk/livewell

www.homeoffice/gov.uk/drugs

Local Support:

Fountains Mill Uxbridge: 01895 257285

HAGAM Hillingdon Action Group for Addiction and Management: 01895 207788

SPACE Project – Fun Youth Group and support for children affected by drug use in their family 5 – 18 years: 01895 811206

Document History

Date	Status	Comments
Feb 2007	New	
Jan 2011	Update	To student committee 10.01.11 – Approved. To FGB for information only. Approved
June 2011	Update	To Full Governing Body 05.07.11 – Accepted
September 2014	Update	To Student Committee 08.10.14 – Approved. To FGB for information only.
January 2018	Update	No change-just front page update – to Student Committee 17.01.18 – Approved – To FGB for information only
June 2022	Update	To Student committee 28.06.22 – Approved. To FGB 20.07.22 approved.
Next Review Date: June 2023		