

Alcohol, Smoking, Drugs and Substance Abuse Policy

Alcohol, Smoking, Drugs and Substance Abuse Policy

THIS POLICY REFERS TO ALL STUDENTS INCLUDING THOSE IN EYFS

Contents

1. Alcohol	2
2. Smoking.....	3
3. Over the counter and prescribed-medication	3
4. Drugs	4
a) Drugs Education	4
b) Drug-related incidents in the School context and searches	4
c) Drugs Testing.....	5
d) Students seeking support	6
e) Drugs Helpline.....	6
5. School trips and visits.....	7
6. Discipline	7
7. Reports of incidents outside School	7
8. Parents and carers under the influence of drugs	7

Alcohol, Smoking, Drugs and Substance Abuse Policy

The School is committed to the health and safety of all its members and will take action to safeguard their well-being. The term drugs in this policy is a 'substance people take to change the way they feel, think or behave and refers to alcohol, tobacco, illegal drugs, prescribed drugs, legal highs and volatile substances'. The possession, use or supply of illegal drugs in the school context, which is defined as on any School premises or during any School activity, is totally forbidden. Any such instance will be viewed as an extremely serious disciplinary matter and the likely outcome is permanent exclusion from the School.

In its response to drugs misuse and in the education it provides on drugs, the School follows the guidance given in [DfE and ACPO drug advice for schools, \[September 2012\]](#). This document should be read in conjunction with the School policies on safeguarding and child protection, behaviour and discipline, offsite visit, pastoral care and statements of School expectations in the School Planner.

The Headmaster or Deputy Heads [or in the case of an Infant or Junior student, the Head of Infant and Junior School] will inform parents at the earliest appropriate opportunity in situations involving the possession, use or supply of illegal substances in the school context. [There is no legal requirement to do this before searching or further drugs testing has taken place].

We believe that it is important to deliver a clear, consistent moral framework that promotes the integrity of our community, and gives all of our students the understanding and self-confidence to reject illegal drugs and substances. We want good citizenship and respect for the law to flourish.

1. Alcohol

The High School recognises its duty to discourage and deter unhealthy and immoderate patterns of drinking, whilst helping to educate our students in the balanced, limited, social use of alcohol if and when appropriate. We do not have a zero tolerance approach but encourage a safe and responsible attitude to the consumption of alcohol.

At all times students at the High School are bound by the law <https://www.gov.uk/alcohol-young-people-law> with some additional School restrictions. In the School context, no student may drink or bring alcohol onto School premises, or take it on School outings, trips, expeditions, fixtures, etc. unless permission has been granted by the Headmaster. In addition, no student may visit licensed premises during the School day. On trips and visits no student below Year 10 may enter a public house or bar whilst in the care of the School.

School contexts within which students may be allowed to consume very limited amounts of alcohol under the age of 18 are:

- i. Social occasions in School where food is also served, eg a sports club or society dinner, subject to:
 - a. The terms of the licence granted for the occasion;
 - b. Restrictions on amounts;

Alcohol, Smoking, Drugs and Substance Abuse Policy

- c. Staff control of the serving of drinks
- d. A total ban on the consumption of spirits.

b, c and d above apply, in addition, at private venues [such as an expeditions camp site].

- ii. Licenced premises, providing the conditions for supervision set out in [i] are strictly adhered to and students are in Year 10 or above. The supervising adult will be a member of staff designated by the trip organiser. This applies on trips outside England, except in countries where the law is more stringent. In this event students will be fully briefed of all additional restrictions. It is appreciated that some trips will have a 'No Alcohol' rule, whereas others will permit the responsible attitude towards drinking in keeping with the policy. All students and their parents or guardians will be made aware in writing of the specific rules for all trips and be given the opportunity to withhold permission for a student to consume alcohol. The member of staff in charge of the specific trip will assume responsibility for responsible alcohol consumption. If a student is hosted by a family then the student's parents will establish alcohol limits with the host family if appropriate. No spirits will be consumed.

A breach of this rule will be treated as a major disciplinary offence and will follow School procedure, a summary of which is outlined under point 6 below.

2. Smoking

Under no circumstances may any student at the High School smoke or otherwise be in possession of tobacco or products relating to e-cigarettes on the way to and from School, at any point during the School day, at any event representing School or during any visit or trip organised by the School. The whole site is non-smoking.

The supply of smoking related substances in School is a serious matter; any breach of the rules will follow the School discipline procedure, a summary of which is outlined under point 6 below.

3. Over the counter and prescribed-medication

The School Nurse is able to provide paracetamol and Ibuprofen to students hence there should be no need for students to carry their own. However if any other over the counter medication is required on a regular basis the School Nurse and if possible the student's Tutor should be informed that the student is taking the medication. If parents want antihistamines or other prescribed medicines (including antibiotics) to be given at school they will need to fill out and sign a 'parental agreement for School to administer medicine' form and bring the medicine to the medical room for safe storage. Any further advice on this should be sought from the School Nurse immediately. In the Infant and Junior School there is an 'Administration of Medicine' policy. If students use an epi-pen they should keep one in their possession at all times and leave one in the medical room. An individual health care plan provided by the parents which has instructions on the condition, symptoms, treatment and

Alcohol, Smoking, Drugs and Substance Abuse Policy

contact details should also be provided. This also applies to diabetics who may keep insulin in the medical room.

4. Drugs

a) Drugs Education

For students the School supports the following educational aims:

- To discourage students from experimentation with drugs and other harmful substances.
- To enable students to make healthy, informed choices by increasing knowledge of such substances, and by developing and practising skills for avoiding the use of them through effective PSHE teaching and other teaching within the curriculum; this may involve the use of outside speakers.
- To provide accurate information about drugs in an age-appropriate manner through teaching above, including the moral and social implications of drugs use.
- To increase understanding about the implications and possible consequences of use.
- To enable students to identify sources of appropriate personal support.
- Our education includes an ethical dimension, designed to instil an understanding of the importance of complying with the criminal law.

For staff:

The Headmaster ensures that all staff members are made aware of this policy, and this is referred to in the Employment Handbook.

For parents or carers:

In addition, parents or carers and outside agencies are also kept informed of incidents covered in this policy. The policy is also posted on the School website and hard copies can be obtained by parents or carers if requested. Practical advice is also available in individual cases for parents or carers from the School Nurse or the School Counsellor should they discover that a student is abusing drugs or other substances.

b) Drug-related incidents in the School context and searches

We will always investigate rumours about involvement in illegal drugs and substances. The Deputy Head [Individuals] or in their absence the Deputy Head [Academic] supported by the Assistant Heads [Individuals] [or in the case of an Infant or Junior student, the Head of Infant and Junior School] directs any investigations arising from this policy. Each incident and context will be considered individually and the implications of the action to be taken weighed very carefully. For each drugs incident within the School context, suspension or permanent exclusion must be seen as the most likely outcome and the School's Misbehaviour and Exclusions Policy will be followed.

Alcohol, Smoking, Drugs and Substance Abuse Policy

Investigations may involve interviewing a number of other students, viewing CCTV footage, the searching of lockers, bags or external clothing with consent from either the parents or the student if they are mature enough and capable of fully understanding the procedure. It may be necessary under the Misuse of Drugs Act 1971 to search without consent under the direction of the Headmaster, when there are reasonable grounds to suspect a student has a prohibited item in their possession. The member of staff leading the investigation will determine the need to contact parents for consent or not. If the student refuses the consent, they will be asked to explain why, and this may be taken into account for discipline and actions on conclusion of the investigation. The School may then contact the police if they feel this is needed. If the parent refuses consent then the School may draw inferences from their decision and again the Police may be informed.

When a search is carried out, it will be done so in such a manner so that minimal embarrassment or distress is caused. If a student is physically searched, the searcher and the second member of staff will be of the same gender as the student. When property is searched, a member of the Senior Management Team will direct the search and be accompanied by another member of staff.

Any drugs that are found as a result of investigations will be immediately confiscated and held securely by a member of the Senior Management Team of the High School or the School Nurse in a sealed bag or container [in the presence of a second witness], clearly labelled with date, time, witnesses and student's name. If it is clear that the student involved has broken the law then the police will be informed at this stage by the Deputy Head [Individuals] or the Deputy Head [Academic] assisted by the Assistant Head [Individuals] in their absence [or in the case of an Infant or Junior student, the Head of Infant and Junior School]. The Headmaster and parents will be informed at this stage if they haven't already been informed.

c) Drugs Testing

Under the direction of the Police or the Headmaster, further drugs testing carried out in school by medical professionals, such as the School Nurse [with a member of School staff present], such as diagnostic saliva testing, hair follicle testing, urine testing or breath testing may be used if there are reasonable grounds to suspect a student of using illegal substances. This may then be followed up by the collection of urine samples under strictly controlled conditions for subsequent professional analysis off-site. The relevant consent to a drugs test is that of the student, even they are under 16, provided they are sufficiently mature and understand the consent given in writing. In the event of a drugs test, the School will always attempt to contact parents but, in the event that we cannot get hold of a parent, we reserve the right to continue with the test with the consent of the student. If the student or parent refuses consent to be tested then the School may draw inferences from their decision.

In all cases, the student will be asked to sign to say they are satisfied with the collection procedure of the test and that they give consent for the results to be made available to the Headmaster. If a student refuses consent, they will be asked to explain why, and this may be taken into account for future disciplinary actions taken on conclusion of the investigation. In such cases the School is likely to

Alcohol, Smoking, Drugs and Substance Abuse Policy

contact the Police for further advice. The results of any test would be kept confidential and the testing kit would be destroyed once the matter is closed by the relevant parties. All information gathered is kept in line with the Data Protection Act.

d) Students seeking support

The School expectations make it perfectly clear that the possession and supply of non-prescribed drugs on the School site is a very serious matter which, in a number of cases, will lead to the permanent exclusion of the student[s] involved.

However, the School's primary concern is for the student and their welfare and to the welfare of the School community as a whole. Any student who is genuinely seeking help on a drugs-related matter will be supported in a non-disciplinary manner. The student will be given support and guidance and the information disclosed will be dealt with in the appropriate manner, considering any safeguarding implications that may arise. It may be the case that information needs to be shared with other professionals so that appropriate help can be gained for the student concerned. The students can approach any member of staff for support in this area. In cases where students refer themselves, at the discretion of the Headmaster, we may offer our students the opportunity to reform his or her habit with the support of a drug testing programme and counselling.

If a student is found to be under the influence of drugs on the School site then our immediate priority is the safety and medical treatment for that student. Once again the School's Safeguarding and Child Protection Policy may come into effect.

e) Drugs Helpline

Drinkaware: An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol-related harm. Tel: 020 7307 7450 <http://www.drinkaware.co.uk/>

ASH [Action on Smoking and Health]: A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Smokefree, NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

24 hour confidential telephone advice about drugs is offered by the National Drugs Helpline, also called *Talk to Frank* 0300 123660 <http://www.talktofrank.com/>

Release 020 7324 2989 <https://www.release.org.uk/> offers more restricted hours or ask@release.org.uk

Alcohol, Smoking, Drugs and Substance Abuse Policy

5. School trips and visits

School expectations apply on trips and visits. The above policy and procedures apply whether the student is on site or on a trip or visit. Clearly the nature of the offsite trip will determine the extent to which the procedure can be carried out on the trip itself.

6. Discipline

As a school we recognise that a number of different incidents could occur that will require different consequences. The Deputy Head [Individuals] or the lead investigator [or in the case of an Infant or Junior student, the Head of Infant and Junior School] will report to the Headmaster on each incident. Appropriate counselling will be available to any student for whom this is deemed necessary or for a student perceived to be at risk.

The final disciplinary decisions will be made by the Headmaster [in consultation with the Chair of Governors if a permanent exclusion is under consideration]. The School's Behaviour and Discipline Policy [Appeals by Parents] outlines the right to appeal following any decision by the Headmaster and appeals must follow the School's process.

7. Reports of incidents outside School

Incidents outside the School context will not necessarily be regarded as a disciplinary matter, and wherever possible the School will hope to counsel and advise substance users. The School Nurse and School Counsellor will be available to provide advice and support to any member of the School who requests it.

8. Parents and carers under the influence of drugs

If a parent or carer is found to be under the influence of drugs on the School site such that a member of staff feels they are a risk to the students, they must be asked to leave. If a parent or carer is around students from the School away from site, the member of staff must act in the best interests of the students and remove the students from the situation and if possible ask the parent or carer to leave. The School's Safeguarding and Child Protection procedures may come into use in these circumstances. It may also be appropriate to suggest agencies that may be able to help.