

# Woodbridge School

## Alcohol, Smoking and Drugs Policy

### I Policy

Woodbridge School is committed to promoting a safe environment in which good citizenship and respect for the law can flourish. It is important to deliver a clear, consistent, moral framework that promotes the integrity of our community and gives all our pupils the understanding and self-confidence to reject illegal drugs and substances.

The educational, physical, mental, social and moral welfare of all pupils is the School's priority.

Woodbridge School rules state that **smoking** (including e-cigarettes) is forbidden, either in School, or when pupils are recognisable as members of the School community. A smoker is defined for this purpose as anybody caught actually smoking; in the possession of cigarettes, e-cigarettes, cigars, pipes and the like; smelling of smoke; or in the company of another pupil who is smoking.

Woodbridge School seeks by education and deterrence to prevent the use of **illegal drugs** and **New Psychoactive Substances** by its children. A continuing programme of education about drugs will be maintained throughout the School. The programme will be delivered primarily through the School's PSHCEE programme and also in the course of PE, chemistry and biology lessons. Pupils and staff are also made aware of the information and advice available through the FRANK service ([www.talktofrank.com/](http://www.talktofrank.com/)). This policy has been drawn up with reference to the guidance contained in *DfE and APCO Drug advice for schools (2012)*.

#### Definitions:

"*Drugs*" means controlled drugs including cannabis, Temazepam, LSD, cocaine, amphetamines, ecstasy and heroin and includes both illegal drugs and those that are legal when present in medicinal products of low strengths (and which may be obtained with or without a prescription); it also means alcohol, tobacco, illegal drugs, medicines, solvents, new psychoactive substances ("legal highs" or "NPS"), volatile substances, and other unauthorized substances unless otherwise specified.

"*Involvement with illegal drugs*" includes possession, use, supplying and dealing with illegal controlled drugs or substances resembling illegal controlled drugs.

"*Substances*" means all controlled drugs and, in the appropriate context, alcohol, tobacco, cigarettes, smoking paraphernalia, anabolic steroids, and every other substance that, when abused, may damage the health, safety and welfare of a pupil.

"*Reasonable suspicion*" means a suspicion based on a cogent reason stated by the Headmaster.

"*Satisfied*" means "more likely than not" in the opinion of the Headmaster.

## **2 Procedure: Alcohol**

### **Education**

Issues surrounding alcohol consumption are raised in the PSHCEE programme in a manner appropriate to a pupil's age and understanding. This education programme seeks to enable pupils to make informed decisions by providing accurate and appropriate information and promoting better understanding of alcohol in a social context.

### **Alcohol Consumption On and Off School Premises**

No students are permitted to bring alcohol onto School premises or to keep alcohol at School.

The consumption of alcohol by pupils under sixteen is forbidden at Woodbridge School.

Alcohol is forbidden to all pupils on School trips.

Students who are over sixteen may be offered limited wine, beer or cider with a formal dinner under staff supervision. Parents will be informed that limited alcohol will be served and may request that their child not be served any.

The School holds breathalyser equipment and may ask, but will not require, students of any age to submit to a test using this equipment if they suspect that alcohol may have been consumed against School Rules.

It will be considered a particularly serious offence for older students to supply younger students with alcohol or purchase alcohol for younger pupils or encourage younger pupils to drink alcohol. The Headmaster reserves the right to impose punishments up to and including expulsion, even for a first offence, in line with punishments imposed on those taking or distributing illegal drugs.

Any alcohol confiscated will be destroyed.

### **Instructions for Staff**

The following regulations about serving alcohol are to be adhered to by employees of Woodbridge School. These are put in place in order to protect both the pupils and members of staff:

- No pupil under the age of sixteen is allowed to drink alcohol while at school or on a school trip.
- Pupils may not, regardless of age, purchase alcohol from off-licences or shops while attending school.
- Pupils may not bring alcohol into school under any circumstances.
- Pupils who are sixteen or over may only drink beer, cider or wine as part of a School-organised event.
- Soft drinks must be available as an alternative to alcohol at all School social occasions.
- At all School functions where alcohol is being served to pupils, there must be a designated non-drinking member of staff.

- At all functions where alcohol is served to pupils, the organizing member of staff must ensure that parents have been informed and been asked to let the School know if they do not want their child to be offered any.
- Unless at a formal function, members of staff must avoid drinking alcohol in front of pupils.
- Alcohol is forbidden to all pupils on School trips.

### **Trips Abroad**

Alcohol is forbidden to all pupils on School trips, even if the rules overseas are more lenient. If pupils become intoxicated then they are automatically in breach of the School Rules.

### **Notes for Members of Staff**

If it is considered by a member of staff that a pupil has consumed too much alcohol, the Headmaster/Deputy Head (Pastoral) must be informed immediately and, if necessary, medical assistance sought. **If a member of staff has to deal with a pupil who is under the influence of alcohol, at no stage must that pupil be left unsupervised.**

Disregarding these rules or allowing pupils to drink too much alcohol is a serious disciplinary matter. Offering spirits or allowing pupils to drink spirits is a very serious disciplinary matter.

### **Management of the Intoxicated Pupil**

- If an intoxicated pupil is unconscious:
  - Maintain airway
  - Call 999 if appropriate
  - Do not attempt to move as it is unsafe for pupil and staff.

If able to walk, take to a safe place (Matron, if during the school day, or the School House matron or duty staff at any time if the pupil is a boarder).

If pupil turns up intoxicated and unaccompanied, ring the Headmaster/Deputy Head Pastoral) who will coordinate contact with parents, or house staff in the case of a boarder.

The expectation is that the pupil will remain under near-constant surveillance while intoxicated.

Provide a written account, including an account of any physical contact that has been necessary in dealing with the intoxicated pupil and give to the Deputy Head; keep a copy also.

### **3 Procedure: Smoking**

- The name of any pupil caught smoking should be immediately reported to the deputy Head (Pastoral) for pupils in Years 7 to 11 or the Deputy Head (Pastoral)/Head of Year 12-13 for those in the Sixth Form. The School does not recognise the defense that pupils were standing in the company of other smokers.
- On the first occasion, the deputy Head (Pastoral) or Head of Year 12-13 will issue a one hour Saturday detention and contact parents/guardians. In the second

incident the pupil will be given a two hour Saturday detention with parents/guardians contacted.

- If there is a third incident of smoking then the pupil will be sent to the Deputy Head (Pastoral) who, in discussion with the Headmaster, may suspend the pupil.
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- A subsequent infringement of the rules is likely to result in permanent suspension.

#### **4 Procedure: Drugs**

Under criminal law it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes. Any pupil discovered in term time or during the holidays, at School or elsewhere, and who is recognisable as a member of the School community, to be in possession of drugs, using drugs, passing drugs, under the influence of drugs or promoting the drugs culture such as on social media, may expect to be temporarily excluded and, in many cases, permanently. Every pupil should be aware that s/he can be recognisable as a member of the community even when s/he is off the School property and out of uniform, for instance, at a Saturday evening party or at a music festival. The police will be informed of any pupil who is believed to be breaking the law.

If any pupil approaches a member of staff for help or advice over drugs, they shall do everything in their power to be sympathetic. Information about drugs will always be dealt with discreetly, and it is hoped members of the School community (parents and pupils) will see it as protecting others to pass on such information directly to the Headmaster or to the Deputy Head (Pastoral). Pupils can discuss their anxieties about drugs or substances in confidence, if they need to do so. At the same time, there is a duty to protect other pupils and the reputation of the School: confidentiality will not be provided to any pupil who discloses that she/he is taking illegal drugs.

#### **Investigation**

The School will investigate any rumour about involvement with illegal drugs or substances. The investigation may involve segregating a pupil for no longer than necessary; asking him/her questions; asking him/her to give a written account of particular circumstances; searching his/her personal belongings; taking possession of property for analysis; and/or asking the pupil to provide a urine sample under appropriate supervision (see below: *Testing for illegal drugs*). Investigations will be conducted fairly and in accordance with natural justice. The pupil will have reasonable access to a telephone, toilet, food and drink and will not be left unaccompanied for long periods of time. Interviews will normally be conducted by the Headmaster or Deputy Head (Pastoral) in the presence of the Head of House, Head of year 12/13, pupil's tutor or another teacher. Sources of information will not normally be disclosed. Parents will be kept informed so far as practicable.

**Police involvement:** In all cases, the School may decide to request the involvement of the police or the police liaison officer from the outset. The School may use its discretion to decide whether police involvement is appropriate.

The School will take temporary possession of a substance that is or is suspected to be an illegal drug to protect the pupil from harm and from committing the offence of possession. This is permitted in law. School staff will not attempt to analyse or taste an unidentified substance. The substance will be handed over to the police as soon as reasonably practicable, who will be able to identify whether it is an illegal drug.

If the police suspect that a pupil possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.

**Searching:** This will be in line with the School Policy and *DfE: Searching, screening and confiscation, Advice for headteachers, school staff and governing bodies, February 2014*. In particular:

**Informed consent:** Before any search is undertaken consent will be sought from the pupil if of sufficient maturity and understanding, or, if that is not possible, from parents/guardians. The member of staff leading the search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff if required. If the pupil refuses consent, s/he will be asked to say why s/he has refused. The School will be entitled to draw inferences from the response and general demeanour and the police may be informed. If a parent refuses consent, the School may draw inferences from the parent's general demeanour and the police may be informed.

**Searches without consent:** In relation to knives or weapons, alcohol, illegal drugs and stolen items; tobacco and cigarette papers, fireworks and pornographic images; any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property; and any item banned by the school rules which has been identified in the rules as an item which may be searched for, the Headmaster, and staff authorised by the Headmaster, may search a pupil or a pupil's possessions, without consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession.

**Testing for illegal drugs:** If, outside the context of confidential counselling, the Headmaster forms a reasonable suspicion that a pupil has been involved with illegal drugs, the pupil may be asked to provide a urine sample under appropriate supervision (i.e. medical supervision with a member of the School staff present) at School premises or at an external laboratory.

**Informed consent to a drugs test:** The relevant consent is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided she is of sufficient maturity and understanding and gives his/her informed consent in writing. The member of staff leading the search will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff.

Inferences may be drawn from a refusal of a test in these circumstances and may result in the pupil being required to leave the School community forthwith and/or the police being informed.

The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.

**Notifying parents:** Reasonable endeavours will be made, before a urine sample is taken, to notify a parent, or guardian of the requirement for a urine sample and the reasons for that requirement.

**Testing procedures** will be in accordance with standard good practice:

- care will be taken (including the careful measurement of the urine temperature) to make as certain as possible that the sample provided is genuine and uncontaminated
- the urine sample will be poured into two clean sample bottles which will be sealed and labelled immediately in the pupil's presence. The bottles will then be placed in an appropriate envelope
- a member of the Medical Team will organise the paperwork. The donor will be asked to sign various seals and documents which confirm that the specimens are his/hers. The donor will also be asked to sign a form which signifies that s/he has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Headmaster
- the forms and one sample will then be sent immediately and securely for analysis.

### **Discipline following misuse of drugs or substances**

The School will consider each substance incident individually and will consider very carefully the implications of any actions taken. It will seek to balance the interest of the pupil involved with the interests of the other school members.

Appropriate counselling and support will be available to those pupils perceived to be at risk. If a child is felt to be at risk then the School's safeguarding procedure will be put into effect.

Where a pupil discloses to a member of staff that he/she is taking illegal drugs, the member of staff should make clear to the pupil that the information will be shared with the Headmaster and/or Deputy Head (Pastoral). Given the seriousness of substance misuse, the pupil will be pointed to sources of information and advice, and to services available to help those who are misusing substances.

**Supply, etc:** Those who sell illegal drugs, possess them with intent to supply, distribute them, to encourage others to use them, whether on or off school premises will be permanently excluded.

**Other Involvement:** In every other case where the Headmaster is satisfied that there has been involvement in illegal drugs on or off School premises, or where a pupil has tested positively to illegal drugs, the pupil will normally be permanently excluded, as the health and safety of other pupils is directly at risk. Alternative sanctions, depending on all the circumstances, including the pupil's degree of involvement and at the sole discretion of the Headmaster after consultation with the Chairman of Governors may include a suspension.

**Drug Testing:** As an alternative to expulsion in cases which do not involve supply or encouragement to others to use illegal drugs, the Headmaster in his sole discretion (after consultation with the Chairman of Governors) may permit the pupil to remain at School. With the agreement of the pupil and parents such permission may be made subject to a regime of testing without suspicion at intervals during the following two years. Drug testing will not take place during any period of external examinations. Both parents and pupils to whom the regime is offered would be required to sign consent forms describing the way in which the regime would operate. A pupil testing positive to illegal drugs while on this regime would immediately be permanently excluded. All records of drug testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the School.

**Review Procedure:** A decision to exclude permanently or require a pupil to leave will be subject to appeal according to the School's procedure.

## 5 Monitoring

This policy will be reviewed:

- following any serious incident involving pupils and drugs, smoking or alcohol
- following the issue of any new guidance from the Department for Education (DfE)
- and in any event, every three years.

Author(s):	Deputy Head Pastoral
Review frequency:	2 yearly
Review and ratified date:	Lent 2018 approved by School Committee   Feb 2018
Review due by date:	Lent 2020
References:	<i>DfE and APCO Drug advice for schools (2012).</i> <i>DfE: Searching, screening and confiscation, Advice for headteachers, school staff and governing bodies, February 2014.</i> FRANK_service ( <a href="http://www.talktofrank.com/">www.talktofrank.com/</a> )