

# **Alcohol, smoking and substance misuse policy**

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Definition:

The United Nations Office on Drugs and Crime defines a drug as:

“A substance people take to change the way they feel, think or behave”

This definition has been adopted by the Home Office and is the definition that applies within this policy and which therefore covers:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971)
- All legal drugs, including alcohol, tobacco, volatile substances, ketamine, khat and alkyl nitrates
- All legal medicinal drugs (including ‘over-the-counter’ and prescription medicines)

### **Aims of this policy**

The purpose of this policy is to:

- clarify the legal requirements and responsibilities of the school
- reinforce and safeguard the health and safety of all staff, pupils, governors, parents/carers, external agencies and the wider community
- clarify the school’s approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community
- give guidance on developing, implementing and monitoring the drug education programme
- enable staff to manage drugs, alcohol and illegal substances on the school premises, and any incidents involving such that may occur, with confidence and consistency, and in the best interests of those involved
- ensure that the response to incidents involving drugs, alcohol and illegal substances compliments the overall approach to drug education and the values and ethos of the school
- provide a basis for evaluating the effectiveness of the school’s drug education programme and the management of incidents involving illegal and other unauthorised drugs

### **Application**

This policy applies to all persons using the school site; pupils, staff and visitors. It applies whilst pupils are travelling to and from school on school transport, during the school day (including break and lunch time), and during any additional times the school is legally responsible for the pupil. It applies on residential and non-residential visits and with the residential setting at Maplewell.

### **Role of the Head teacher and governors**

The Governing Body have overall responsibility for the policy and its implementation. This responsibility is devolved to the Head teacher who is responsible for liaising with the governing body, parents/carers and appropriate outside agencies and for the appointment of those staff within the school, who have responsibility for handling the implementation of the policy. The head teacher will ensure that all staff dealing with substance issues are adequately supported and trained.

### **Drug, Alcohol and Substance Misuse education**

Drug, Alcohol and Substance Misuse education is taught partly via the science curriculum for pupils up to Year 14, and throughout the school by the Personal, Social and Health Education (PSHE) and Preparing for Adulthood curriculum. Drug, Alcohol and Substance Misuse issues are addressed in PSHE and Preparing for Adulthood throughout the school.

We believe that if young people are not given accurate information about drug, alcohol and substance misuse in school, then they may obtain possibly dangerous misinformation from elsewhere. Pupils at Maplewell all have special needs and teachers will ensure that this information is differentiated to ensure they understand the topics being discussed. It is important that pupils at Maplewell learn about these issues due to their vulnerability.

The drug, alcohol and substance misuse education syllabus is revised from time to time, but always accords with the following principles, which all staff are required to follow:

- the legal context will be made clear, including prohibitions and maximum punishments
- the zero-tolerance stance of the school towards drug, alcohol and substance misuse while under the school's jurisdiction will be emphasised
- realistic information on the effects and potential effects of drugs and other restricted or illegal substances, physical, psychological and social, will be given
- Information about how drugs and other restricted or illegal substances are obtained or used will not be given.

During the course of drug, alcohol and substance misuse education, pupils may be encouraged to research and debate issues, examining both sides of controversial questions, but staff, whatever their private opinions, will clearly uphold these principles. Pupils at Maplewell need to be informed about these issues to prepare and inform them about the facts and risks related with alcohol, drug and substance misuse.

### **Consequences**

The school's jurisdiction covers pupils from the time they start from home to travel to school until they arrive home after school, and also covers all school-related events and visits. When the welfare of other pupils and staff is compromised, this jurisdiction may also cover actions taken by pupils when they are not at school or a school related event.

While under the school's jurisdiction, no pupil may at any time be in possession of a classified drug, alcohol, tobacco or other substance which may be similarly abused.

- **Drugs.** If a pupil is suspected of being under the influence of an illegal drug/legal high or is caught in possession of an illegal drug/legal high (or any form of drug paraphernalia) parents/carers will be informed at the earliest opportunity by the Head teacher (or designated member of staff). However, we reserve the right, in accordance with the current legal guidance, to exclude any pupil in possession of illegal drugs/legal highs, even for a first or one-off offence. Pupils selling or supplying illegal drugs/legal highs will be permanently excluded. Lesser offences will be punished according to the guidelines decided from time to time by the governing body. Sanctions will range from internal isolation through fixed term-exclusions to permanent exclusion (See Exclusions Policy). In all cases of illegal drug possession or the possession of drug paraphernalia, the police will be notified and criminal action may result. We recognise that a pupil who is abusing drugs needs support. We would therefore hope that, in most circumstances, the school and parents/carers can work together to support the young person involved. Drug counselling, through the school nurse service will be offered, as appropriate.
- **Legal highs.** These relate to all 'psychoactive' drugs, including 'legal highs', and can be described using three main categories: stimulants, 'downers' or sedatives, psychedelics or hallucinogens. They are substances which produce similar effects to illegal drugs but are not

controlled under the Misuse of Drugs Act. Legal highs will be dealt with at King Charles I School as a prohibited substance.

- Cigarettes, tobacco and matches. Pupils are forbidden to bring cigarettes, lighters or matches on to the school premises. Pupils are also forbidden to smoke on the way to or from school, within the grounds or on school visits. This matter will be brought to a member of SLT and a sanction will be put in place, as well as discussions with parent/carers. We recognise that any pupil who smokes, needs support. We would therefore hope that, in most circumstances, the school and parents/carers can work together to support the young person involved. The pupil will be referred to the school nurse to be counselled regarding giving up smoking.
- Alcohol. Pupils are not allowed to bring alcohol on to the premises or to drink alcohol on the way to or from school. If a pupil is suspected of being under the influence of alcohol or is caught in possession of alcohol, the pupil's parents/carers will be contacted. Depending on the severity of the incident the pupil will receive a sanction in line with the behaviour policy. We recognise that any pupil who abuses alcohol, needs support. We would therefore hope that, in most circumstances, the school and parents/carers can work together to support the young person involved. The pupil will be referred to the school nurse to be counselled regarding alcohol abuse.
- Medicines and Legal Medicinal Drugs. Pupils are forbidden to bring any harmful drugs into school unless they are for medication. In this case a letter from the parent must accompany the drugs and they must be handed by an adult to a member of the care team. Facilities exist for us to keep supplies of medicines and other medical supplies in the school office or first aid room. Staff will supervise pupils to ensure that this is administered as per the instructions. Staff have additional training based on the medical needs of pupils to ensure we can meet this need. Antibiotics or short term medication can be administered but parent/carers need to complete the necessary medication paperwork as supplied by the care team. The school will not supply non-prescribed ("over the counter") medicines e.g. paracetamol to any pupil unless it has been prescribed by a medical professional.
- Searching and Confiscation. Under the Education and Inspections Act (2006) the Head teacher and authorised staff have a statutory power to search a pupil or pupils or their possessions, without consent, where we have reasonable grounds for suspecting that the pupil may have a prohibited item. Parents/carers will be contacted to communicate the reasoning for this by a member of SLT. Illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images. Any article that a member of staff reasonably suspects has been, or is likely to be used:
  - To commit an offence
  - To cause personal injury to, or damage to the property of, any person (including the pupil)

Is taken very seriously at Maplewell Hall.

The head teacher and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

These rules also extend to:

- Legal highs
- Electronic cigarettes (also known as 'e-cigarettes' or 'e-lites')

Any pupil found to be in breach of any aspect of this policy will have the offending articles confiscated, contact will be made with parent/carers to discuss the concerns further and to arrange collection. In most cases, fireworks, alcohol, tobacco and cigarette papers, mobile phone, MP3 player or Games console will be returned to the parent/carer (only) although depending on the seriousness of the offence, they may be surrendered to the police.

Illegal drugs, stolen items, and pornographic images featuring children or any article that the member of staff reasonably suspects has been, or is likely to be used: to commit an offence to cause personal injury to, or damage to the property of, any person (including the pupil) will be surrendered to the police. For regulations regarding searching and confiscation within schools, please refer to the DfE guidance at:

<http://www.education.gov.uk/aboutdfe/advice/f0076897/screening-searching-and-confiscation>

### **Staff responsibilities**

Staff need to ensure that pupils use them as positive role models in understanding and developing their awareness in these areas. The Head Teacher will ensure that systems and reporting is in place to support staff in dealing with these matters if the need ever arises. If any concerns are raised in regards to staffing alcohol, substance and drugs misuse then this will be dealt with swiftly and according to the procedures in place at HR based in LCC. Support systems will be in place if this ever does occur.

Maplewell Hall School is a very dynamic site and it is important that all staff, visitors and pupils are aware of their responsibilities in regard to Alcohol, smoking and substance misuse. The site is 'No smoking' due to the heightened risk especially of our location. All visitors, staff and pupils should be made aware of this and the potential risks that could occur.