

stephen perse

foundation

**Policy on Smoking, Alcohol and the Misuse of Drugs
and Substances**

1 Introduction

Scope: This policy has been authorised by the Governors and is available to parents and carers and students on request. The policy relates to possession, supply and use/consumption of Alcohol, Drugs and Substances (see definitions below) and to the use of Tobacco (see definition below) on the The Stephen Perse Foundation's premises, grounds and vehicles. While it is likely to be most relevant to those students at the Senior School (SS) and Sixth Form College (SFC) it applies to all students at The Stephen Perse Foundation irrespective of their age. The Stephen Perse Foundation comprises The Stephen Perse Pre-prep Schools (City and Madingley), The Stephen Perse Junior School, Dame Bradbury's School, The Stephen Perse Senior School and The Stephen Perse Sixth Form College ('the Foundation'). This policy applies whenever a student is in the care of the Foundation including on educational visits. It shall also, in appropriate circumstances, apply to the conduct of students when they are away from Foundation premises outside of school time, for example at weekends, half term and in the holidays, if in the opinion of the Foundation, the conduct concerned impacts or may impact upon the student's conduct at the Foundation, the reputation of the Foundation or where the conduct in question affects the welfare of a member or members of the Foundation. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain procedures can only be carried out during term time.

Alcohol: means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.

Drugs and Substances: means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, new psychoactive substances known as "legal Highs", "legal" drugs (including but not limited to ketamine, khat and alkyl nitrates) and those drugs and substances (including prescription drugs) which can be obtained over -the-counter or from a chemist shop or online source, performance enhancing drugs, anabolic steroids, glue and other substances possessed, used and or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

Tobacco: means any tobacco-related product and paraphernalia including cigarettes, cigars and pipes and any other smoking related products such as personal vaporisers and electronic nicotine delivery systems and electronic cigarettes.

Smoke Free Policy: The Foundation is a public place; smoking is therefore illegal for everyone, including staff and visitors. The Foundation operates a smoke free policy within its premises, grounds and vehicles. The total smoking ban applies to the whole Foundation community including students, employees, parents/carers, visitors, members of the public and others working in or using the Foundation's premises, grounds or vehicles.

Policy

Aims: The central aims of this policy are:

- to promote safety, welfare and good physical and mental health;
- to promote a mature and moderate approach to the use of Alcohol;
- to reduce the risk of Alcohol-induced misconduct in the Foundation;
- to prevent smoking in the Foundation's premises, grounds and vehicles;
- to discourage the use of Drugs and Substances through education, pastoral care and through a disciplinary framework which treats the supply, possession and use of Drugs and Substances by its students as serious breaches of the applicable behaviour and discipline policy; and

- to ensure compliance with criminal law under which it is an offence for any person to possess, use, supply or sell controlled Drugs or for the Foundation to allow its equipment or premises to be used for those purposes.

This policy does not seek to prevent students taking medication that has been prescribed by their doctor for their medical condition during the school day. Please see the Medicines Policy and Supporting Students with Medical Conditions Policy.

Education: We educate students to understand the effect and risks associated with Alcohol, Tobacco and Drugs and Substances in relation to their short-term and long-term health and well-being and the law. Students are taught that the use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live. We educate by means of an age appropriate Personal, Social Health and Economic (PSHE) programme, that includes the identification, physiological and psychological effects, and classification of 'legal' and illegal drugs, exploring the effect of Tobacco, Alcohol and Drugs and Substances use on those around the user. We have assemblies and may invite external visitors to speak on the subject.

Pastoral care: We encourage students to discuss any anxieties they may have about use of Tobacco, Alcohol or Drugs and Substance abuse with a member of staff or a Foundation counsellor. The Foundation has a duty to override any duty of confidentiality owed to a student and information may be reported to the Head of School, the Deputy Head of School or Head of Sixth Form (as appropriate), the Pastoral Leaders, Head of A Level and Head of IB and/or the student's tutor. If discussions raise child protection issues, these will be dealt with in accordance with the Foundation's Safeguarding and Child Protection Policy. Matters brought to the attention of a staff member or into counselling by a student or his / her parent/s or carer/s or a friend, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions, but a student who contravenes this policy will face disciplinary sanctions.

Staff Training: Appropriate staff will be trained, on how to recognise and manage issues involving Tobacco, Alcohol, Drugs and Substances.

Parents: If Parent/s or carer/s attending Foundation premises appear to be under the influence of Drugs or Substances or Alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the Designated Safeguarding Lead (DSL) or in their absence, another Designated Person (DP). If a member of staff suspects that a parent/carer has driven or will drive whilst under the influence of Drugs, Substances or Alcohol, the member of staff should report the matter to the DSL/DP or a member of the senior management team who may telephone the police. If the DSL/DP reasonably believes that a student or other child is at immediate risk of harm from a parent/carer who is under the influence of Alcohol or Drugs or Substances, the student/child will not be released into the care of the parent/carer and the Foundation's child protection procedures will be followed.

Foundation Rules: The Rules forbid a student from:

- smoking inside any Foundation premises or in the vicinity thereof (within the black Cambridge University Press entrance gates and including the CASS Centre and its associated playing fields). Smoking is also prohibited at the Latham Road sports field and the nature reserve. Students are not allowed to smoke when they are in the care of Foundation, whether on or off Foundation premises;
- any possession, use or supply of Drugs and Substances;

- consuming Alcohol during the school day or when in care of the Foundation, whether on or off the Foundation premises. This is subject to the exception for members of the upper sixth form who are permitted to consume Alcohol in moderation at a limited number of approved SFC events which are supervised by staff (e.g formal leavers dinner).
- bringing Alcohol onto Foundation premises or being in unsupervised possession of Alcohol or obtaining or supplying Alcohol to another, or being impaired by Alcohol while on Foundation premises or in the care of the Foundation;
- bringing the Foundation into disrepute for any reason associated with Tobacco, Alcohol, Drugs or Substances. Action may be taken when the welfare of any member of the Foundation community or the reputation of the Foundation is affected.

Detection: The Foundation has the right (without creating an obligation) to investigate any complaint, report, rumour or observation in relation to involvement with Tobacco, Alcohol, Drugs and Substances. A student suspected of such involvement may be suspended pending the outcome of an investigation. If the investigation raises Child Protection issues, these will be dealt with in accordance with the Foundation's Safeguarding and Child Protection Policy.

Searches for Tobacco, Alcohol, Drugs and Substances

The Foundation will have regard to the Department for Education advice on Searching, screening and confiscation 2014 (as updated).

Searches with consent: Foundation staff can search students for Tobacco, Alcohol, Drugs or Substances with their consent. The member of staff will consider the student's age and other factors when determining whether the student is capable of giving his / her consent. Another member of staff will be present as a witness.

Searches without consent: The Head of School and staff authorised by the Head of School may search a student or a student's possessions without their consent where they have reasonable grounds for suspecting that a student has Tobacco, Alcohol or Drugs or Substances in their possession. Another member of staff will be present as a witness. Refer also to the Foundation Behaviour Policy on searching and confiscation.

Police involvement: If the Foundation seizes a controlled Drug or other Substance it will keep this in a locked safe in a sealed plastic bag and include details of the time, date of the find/seizure and witness present and will alert the police immediately and follow their instructions. In all other cases, the Foundation may decide to request the involvement of the police from the outset. If the police suspect that a student 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 Foundation to investigate. The police will be told the name of the student from whom the Drugs or other Substance were taken and the details of the incident, including the police reference number will be recorded. In normal circumstances, parent/s /carer/s will be informed.

Investigation

Subject to the terms of this Policy, the Foundation may take such action as it deems appropriate at the time with regard to a complaint, report, rumour or observation in relation to involvement with Tobacco, Alcohol, Drugs and Substances in or out of the normal school day, whether on or off Foundation premises.

When investigating a complaint, rumour, report or observation the following will apply:

An investigation will normally be co-ordinated by the Head of School (or one of the Deputy Heads, as appropriate). This person will act as the Investigating Officer. The outcome will be reported to the Principal.

The student may be suspended and required to remain at home with his/her parent or guardian while an investigation proceeds. Such suspension will normally be for no more than 5 days but such period will be kept under review and the student and parent/s / guardian will be kept informed.

The Foundation may decide to search the student's space and belongings. The Foundation may use its discretion to decide whether police involvement is appropriate.

If the student is interviewed formally about the complaint, report, rumour or observation, arrangements will be made for him/her to be accompanied by a member of staff of his/her choice. The student who is waiting to be interviewed may be segregated, accompanied by a member of staff and given access to a toilet, telephone and adequate food and drink.

An investigation and any subsequent meeting will be conducted fairly and in a way appropriate to a school, without formal legal procedures.

The student may be asked to take an Alcohol or Drugs test (by giving a sample of breath or urine) as outlined in Appendices 1 & 2.

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

The student's parents will be informed as soon as practicable that an investigation has been commenced and the reasons for it.

If the investigation raises child protection issues, these will be dealt with in accordance with the Foundation's Safeguarding and Child Protection Policy. Sensitive personal information about a student is stored securely and only disclosed on a 'need to know' basis.

Meeting

When the Principal is satisfied that a proper investigation has been carried out, the student and his/her parent/s /carer/s will be asked to attend a meeting with the Principal at which the Investigating Officer will explain the circumstances of the complaint, report, rumour or observation and the outcome of the investigation. The student and his/her parent/s / carer/s will have an opportunity to make any points they wish the Principal to consider.

Sanctions

For a minor breach in relation to Tobacco or Alcohol, the normal sanction is detention. For a serious breach or persistent minor breaches, a student may be temporarily or permanently excluded from the Foundation. Any sanction shall be in accordance with the Foundation's Behaviour and Discipline Policy.

The following sanctions (as set out in the Foundation's Behaviour and Discipline Policy) may be applied where the Principal is satisfied (on the balance of probabilities) that the student has been involved with Tobacco, Alcohol, Drugs and Substances in or out of Foundation time, whether on or off the Foundation premises in breach of this Policy/Rules.

Permanent Exclusion

Removal

Fixed term Exclusion

OR

Drugs testing programme - In exceptional circumstances the student may be offered a Supportive Regime of random drugs testing in accordance with Appendix 3. The Principal is not required to offer such a regime.

Any student supplying Drugs or Substances must expect to be excluded even if he/she is about to sit public examinations.

The factors that will be taken into account when deciding on the appropriate sanction to impose will include:

- a) Whether the student's involvement with Tobacco, Alcohol, Drugs or Substances included possession, supply, spiking, paying money or trading sexual favours;
- b) Whether the student's involvement with Tobacco, Alcohol, Drugs or Substances took place on or off Foundation premises;
- c) Whether the student's involvement with Tobacco, Alcohol, Drugs or Substances involved other students;
- d) The extent of the student's honesty and co-operation (or otherwise) in the Foundation's investigation;
- e) Any recent warnings given to students about the disciplinary consequences of Tobacco, Alcohol, Drug or Substance activity;
- f) The class or nature of the Drug or Substance concerned; and
- g) Legal advice and any other relevant factor.

Appeal against exclusion /removal

The Foundation will always offer the right of appeal to any student or parent/ carer of the student who is excluded / removed from the Foundation. Any appeal against exclusion / removal will be dealt with under Stage 3 of the Foundation's Complaints Policy, and should be made in writing to the Clerk to the Governors within one week of the exclusion.

Appeal against other sanctions

A parent/carer or student who feels aggrieved may take it up with the Head of School who will re-examine the case and inform the parent/carer of their decision.

A parent / carer who remains dissatisfied with the response to a concern raised may make a formal complaint under the procedures set out in the Foundation's Complaints Policy, a copy of which is available on the Foundation's website or on request from the Foundation.

Monitoring

This policy will be reviewed:

- following any serious incident involving students and Tobacco, Alcohol, Drugs and Substances;
- following the issue of any new guidance from the Department for Education (DfE) or Police;
- in any event, every 2 years.

The review will be carried out by the named policy-holder and reviewed by the Heads of Schools who will also evaluate the effectiveness of education on these matters in the Foundation. A report will be made to the Governors who will authorise any necessary amendments.

Reviewed: November 2017

Related Policies on the Foundation website:

Behaviour and Discipline Policy

Medicines policy

Supporting Pupils with Medical Conditions Policy

Appendix 1

Testing for alcohol

Only members of staff who have received training will be authorised to administer the breathalyzer test approved by the Foundation and suitable for the purpose of testing for the presence, or otherwise, of Alcohol. In general, they will be members of the Senior Leadership Team. The student will be accompanied by an available supporting member of staff of the student's choosing. One of the members of staff will be of the same gender as the student. The test will be carried out in the presence of both members of staff and the student. The result of the test will be communicated to the Investigating Officer and to the parent/s /carer/s of the student involved as soon as possible. If the test shows a positive result, and the student admits to being under the influence of Alcohol there may be no need for a further test for independent analysis.

Refusal: If a student refuses to provide a sample of breath, the result is not clear, the student disputes the procedure/test result or the Investigating Officer or parent/s / carer/s request it, a urine sample will be required for independent analysis in accordance with the Drug Testing procedures (see Appendix 2).

Record: A written record will be kept when a student is asked to take a test, signed consent will be obtained from the student (subject to having sufficient maturity and understanding) and the outcome of the test will be recorded.

Appendix 2

Testing for drugs

- 1 If, outside the context of confidential counselling, there is reason to suspect that a student has been involved with Drugs or Substances, he / she may be asked to supply, under medical supervision, a urine sample for analysis.
- 2 Medical supervision: **The urine sample will be taken under medical supervision. A member of the school senior leadership team will be present. All due care will be taken to respect the student's privacy and human rights.**
- 3 **Testing procedures:** These will be in accordance with standard good practice:
 - care will be taken 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 student's presence. The bottles will then be placed in an appropriate envelope;
 - the supervisor will organise the paperwork. The student will be asked to sign various seals and documents which confirm that the specimens are his / hers. The student will also be asked to sign a form which signifies that he / she has been satisfied with the collection procedure and gives consent for the results of the test being made available to the Head of School and (where necessary) the Principal;
 - the forms and one sample will then be sent immediately and securely to a medical professional to carry out the test.

4 **Medical record:** The outcome of the test, whether positive or negative, will not form part of the student's permanent medical record.

5 Outcome: When the Foundation receives the laboratory report:

- the result of the test will be notified to the student's parent/s/ carer/s, and to the student;
- if the result is negative, the second sample will be destroyed immediately;
- if the result is positive, the second sample will be made available for independent analysis. The duplicate sample will be retained for seven days after the parent/s / carer/s have been sent notification of the test result. If the parent/s / carer/s do not within that period, and in writing, request the Foundation to send the duplicate sample to a laboratory of their own choice for testing, the Foundation will instruct the testing facility to destroy the duplicate sample. The testing of the duplicate sample will be at the parents/carers expense.

Appendix 3 Consent to Drugs testing - Supportive Regime

Full name of pupil

Date

Pupil's date of birth

Age now

1 I have admitted a breach of the Foundation's Smoking, Alcohol and the Misuse of Drugs and Substances Policy and applicable Foundation rules;

2 As an alternative to exclusion/removal, the Principal has offered me a Supportive Regime under which:

2.1 for the remainder of this term and the next three school terms, (without obligation to do so on the part of the Foundation), I may at any time be asked to provide a urine sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood;

2.2 I understand that I may be asked to provide a urine sample at any reasonable time even if no grounds exist at that time to suspect that I have been in possession of or involved with Drugs or Substances;

3. The existence of this Supportive Regime together with any requirement for a sample to be given, the taking of the sample and the communication of results shall be treated as confidential information and shared with staff on a 'need to know' basis. The Foundation cannot, however accept any responsibility (unless negligent) if such information becomes known among other members of staff or students;

4. Every sample will be given, and tested in accordance with Appendix 2;

5. The cost of each screening test and/or urine sample analysis shall be charged to the student's account as an extra amount payable by the parent/s / carer/s;

6. I agree to be subject to this regime and to co-operate with the Foundation in every respect. I understand that the Foundation will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime;

7. I have read and understood this form. I understand and accept this Supportive Regime as a condition of my remaining at the Foundation and will give full cooperation. I understand that if the Principal, acting on information, is of the opinion that I have failed to co-operate or if a test proves positive It would almost certainly lead to my permanent exclusion or removal from the Foundation.

Student's Signature:.....

Student's full name:

I/WE, the person/s having parental responsibility for the above - named student have been informed that the student has admitted a breach of the Foundation's Smoking, Alcohol and the Misuse of Drugs and Substances Policy. I/WE and the student recognise that this admitted action is a serious breach of school discipline which entitles the Principal to exclude or require permanent removal of a student from the Foundation.

First signature.....Second
Signature.....

Full name.....Full
name.....

Relationship to Student.....Relationship to
student.....

Address.....Address.....
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Telephone.....Telephone.....
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