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| Title: Smoking, alcohol and drug prevention policy | |
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| Contents: <ol style="list-style-type: none"> 1. Pupils and smoking 2. Staff and smoking 3. Pupils and alcohol 4. Alcohol, drugs and Staff 5. Intoxicated parents, carers or drivers on site 6. School rules regarding drugs 7. Managing drug-related incidents | |

Date ratified by Governors: 25th March 2015

Signed:

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| <p style="text-align: center;">Mary Hare School Smoking, alcohol and drug prevention policy</p> |
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In compliance with the Health Act 2006, it is Mary Hare policy that smoking is prohibited in all enclosed premises on-site and in company vehicles. This applies to all employees, pupils, parents and visitors. Smoking is known to damage your health and Mary Hare Schools disclaim all responsibility for health problems of pupils and staff caused by smoking now or in the future.

1. Pupils and smoking

Pupils who wish to smoke whilst at Mary Hare School may only do so under the following terms and conditions:

1. Only sixth form pupils are allowed to smoke. Parents must sign a written consent form issued by the school. Pupils who are over 18 may sign their own consent form. However, parents will still be informed of a pupil's intention to smoke.
2. Pupils must also sign a consent form indicating that they will abide by the terms and conditions of the school, which are set out as follows:
 - Smoking is permitted only before and after school hours. There is strictly no smoking during the school day.
 - The area designated for pupil smoking is behind the wall in the centre of the sixth form campus.
 - Smoking must be of legal substances only.
 - There is strictly no smoking in any school buildings or vehicles.
 - Anyone found to be encouraging or permitting younger pupils to smoke will be sanctioned appropriately, most likely leading to a period of exclusion.
3. Any pupil, including sixth formers, found to be breaking the smoking rules or contract will be subject to the following disciplinary procedure:
 - Smoking paraphernalia will be confiscated and disposed of.
 - The pupil will be placed on House Report, with reflective work and their parents informed.
 - On subsequent occasions, parents will be asked to attend the school to discuss the problem.
 - A pupil who persistently breaks the rules may be subject to exclusion from school.

2. Staff smoking

There is absolutely no smoking in any school buildings or vehicles. Staff are permitted to smoke only in designated external areas on campus; a covered seating area, with ashtrays is located behind Howard House, in an area out of bounds for pupils. This activity should be at times that do not disrupt the conduct of their normal work. Staff are not permitted to smoke with pupils. Failure to comply with this policy will result in disciplinary action.

Help to stop smoking

The school nurse will provide support to any young person who wishes to stop smoking. There is a Stop Smoking Clinic at West Berkshire Community hospital, which is available. This is provided by an NHS commissioned Stop Smoking Service provided by solutions4health. Pupils breaking the terms of the smoking policy may be required to receive such support.

To speak to a trained adviser call or text the free smoking helpline: 0800 622 6360 or send an SMS QUIT to 66777 or email info@smokefreelifeberkshire.co.uk

It is against the law in Britain to sell alcohol to or attempt to buy alcohol for anyone under the age of 18. The effects of alcohol on young people are not the same as they are on adults. While alcohol misuse can present health risks and cause careless behaviour in all age groups, it is even more dangerous for young people. It can lead to risky and antisocial behaviour and failure to meet educational potential. (Directgov 2011).

3. Pupils and alcohol

Education on the effects of alcohol abuse form part of the school's PSHCE programme.

Sixth Form Pupils, including those over the age of 18, are not permitted to visit pubs or bars whilst boarding at Mary Hare. Pupils are not allowed to purchase alcohol whilst boarding at Mary Hare with the intent of consuming it at an event they will be exeated out for and staff will not be responsible for it. Any alcohol found in a pupil's possession will be confiscated and the pupil sanctioned.

All other pupils

All other pupils are forbidden from consuming or possessing alcohol whilst under the care of the school. Anyone found doing so will be sanctioned. This could be an exclusion from school for up to 3 days and they may also be subject to further education on alcohol abuse from the Health and Wellbeing support team, or external agencies such as 'The Edge'. Parents will always be informed.

On special occasions such as the School Prom, pupils over the age of 18 may be allowed to purchase limited alcohol from the venue bar, under staff supervision. This information is given in the sixth form pupil handbook and also in letter form to parents before the school prom. This gives parents who do not wish their

son/daughter to be permitted alcohol in these circumstances the opportunity to inform care staff of their wishes.

4. Alcohol, drugs and staff

Staff are not permitted to consume alcohol immediately prior to or whilst on duty. This includes during breaks in their working day. The only exception to this is a token amount on special occasions when agreed by the Principal (such as, School Prom, Christmas lunch).

Mary Hare School believes that alcohol and drugs misuse affects performance, behaviour and relationships and that there is overwhelming evidence of links between alcohol misuse and social and psychological disturbances, medical problems, accidents and violence. Alcohol or drugs misuse can also lead to high levels of sickness, time off and absenteeism. *Addiction* is first and foremost a health problem and any approach will be informed by this understanding. Any other form of consumption which affects work will be treated as *conduct or performance* issues and dealt with according to disciplinary proceedings. Cases where employees attend work under the influence of drugs or alcohol may constitute gross misconduct and lead to dismissal. Staff suffering from a hangover or even being over the legal alcohol limit during work, after drinking, can be considered a danger, especially if duties include driving; such actions on part of any driver, constitute gross misconduct and will lead to disciplinary proceedings.

5. Intoxicated parents, carers or drivers on site

If it is suspected that a parent, carer or driver may be intoxicated, maintain a calm atmosphere and focus on the pupil's welfare, not the adult's. If appropriate, stall for time and allow other pupils to leave the premises. If possible, discuss alternative arrangements for the pupil to get home. It may be necessary to seek advice from a senior member of staff. If it is believed that there are serious concerns for the pupil's welfare, the police should be contacted.

Mary Hare Schools condone neither the unauthorised use of drugs, solvents or volatile substances, nor their supply. Education is provided to equip pupils with the knowledge, understanding and skills to enable them to make the sort of choices that lead to a healthy lifestyle and to make informed moral and social decisions in relation to drugs in society.

This policy applies to:

- All legal and illegal drugs and medicines.
- All pupils, staff and visitors to the school.
- The school premises and grounds.
- Educational visits, residential courses, work experience and extra-curricular activities.
- At all times when the school is considered to be 'in loco parentis'.

6. School rules regarding drugs

Education on the effects of drug abuse form part of the school's PSHCE programme.

The unauthorised possession or use and supply of any drug is regarded as a breach of the school rules and disciplinary measures will be taken. The exceptions to this are:

- The use of medicines by pupils with parental consent and knowledge by the school nurse.
- The appropriate use of medicines by staff.

See the Medical Policy.

7. Managing drug-related incidents

A drug-related incident can be defined as the following:

- Drugs or associated paraphernalia found on the school premises.
- A member of the school community found in possession of drugs or associated paraphernalia.
- A member of the school community thought to be under the influence of drugs on the school premises.
- A member of the school community discloses that they are misusing drugs.
- A member of the school community is found to be supplying drugs on the school premises.

Procedure for managing a drug-related incident

1. If medical help is needed, seek or provide it immediately.
2. Confiscate any substance (with a witness where possible). Ask what it is, in case a doctor needs to know.
 - a. Remove the substance and record the time, place and circumstance when the substance came into your possession.
 - b. Record the approximate size and appearance of the substance.
 - c. When possible, have the recordings countersigned by a witness.
 - d. Take the substance to a Senior Manager as soon as possible. If you must, keep it securely in your office safe until you are able to hand it over to a Senior Manager. Do not keep the substance on your person.
 - e. In the presence of a Senior Manager, place the substance in a sealed container. The Senior Manager, yourself and when possible the witness should sign and date the package.
 - f. The Principal may choose to arrange for the Police to remove the substance from the premises or may choose to dispose of it in an appropriate way.
3. Inform the Principal or Deputy Principal, if you have not already done so.
4. Consider the needs of other people involved or implicated.

5. If it is a pupil involved, inform the parents, unless it puts the pupil at risk to do so.
6. Complete an incident report and belongings / bedroom search form if appropriate.
7. Where a pupil is involved, the Principal or Deputy Principal will decide on an appropriate sanction, which will most likely lead to exclusion. They may also be subject to further education on drug abuse from external agencies such as 'The Edge'. Parents will always be informed (see 5.).
8. Where a member of staff is involved, staff disciplinary and grievance procedures will be followed. See Staffing Policy for more information.

Further guidance:

- Staff are not allowed to physically search a pupil if suspected of concealing drugs. With a witness, they are allowed to search belongings and bedrooms, preferably with the pupil present. This search must be recorded.
- The school may liaise with the local police to discuss the incident and seek advice without naming the person involved. There is no legal obligation to inform the police, but it is good practice to contact the designated officer.