



## Drugs, Alcohol and Smoking Policy

Policy intended for:	Students
Category:	Behaviour
Published:	Server, Policy folders at College and Staff Handbook
Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal and Deputy Principal
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	



## Drugs, Alcohol and Smoking Policy

### Staff

This statement sets out the school policy in respect of any member of staff or contractor whose proper performance of their duties is or may be impaired as a result of drinking alcohol or the use of drugs:

- The school does not allow smoking or non-medicinal drugs on the premises.
- The school does not allow any member of staff who is under the influence of alcohol or drugs to enter the school premises or undertake work on its behalf.
- Being under the influence of alcohol or drugs during working hours is a disciplinary offence, which might be considered gross misconduct. It could lead to disciplinary action including summary dismissal.

### Students

The Senior Leadership Team has a statutory power to search students or their possessions with their consent, or without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. *The School Behaviour Regulations 2012 and the government guidance: Screening, Searching and Confiscation: Advice for Headteachers, staff and Governing Bodies (April 2012)* and the Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers;
- Fireworks
- Pornographic images
- 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 student).

### Aims of the Policy

The policy aims to:

- Ensure that the college is a healthy school, free from the misuse of drugs and other substances;
- Make clear to staff, tutors, parents and students the colleges approach to the problem of drugs
- Explain the procedures to be followed in responding to drug related incidents.



## Main Points of the Policy

Illegal drugs should never be in the college. Legal drugs are only allowed when they are medicines for use in the college under the administration of medication policy.

Legal drugs that should not normally be in school include common ones such as: alcohol, tobacco and solvents.

## Action to be taken in Incidents Involving Misuse of Drugs

Staff, students (and parents) must be clear about the action that will be taken in any drug related incident:

1. Staff should ensure that all cases of misuse of drugs, or suspected misuse, are reported to the Senior Leadership Team (or delegated representative).
2. In all instances involving substance misuse or supply on the college's premises and hall of residence parents will be informed, and their co-operation sought.
3. The college will consider each drug incident separately and consider the appropriate response, bearing in mind the circumstances of the case, and the need to balance the interests of the student, other members of the college and the wider community.
4. It is essential that parents and students are clear about the normal sanction that will be applied in particular instances, as follows:
  - a) A student who supplies any drugs or other solvents (whether legal or illegal, and regardless of the seriousness of the use) on the school premises will normally be permanently excluded for a first offence.

'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student of the school, introducing fellow students to a drug dealer, and any other instance of procuring legal or illegal drugs for him/herself or other students.

'Supply' includes supplying for money or free of charge.

In the case of the supply of a drug which is legal (including over-the-counter drugs) the Senior Leadership Team will assess the seriousness of the incident before deciding whether to exclude permanently or for a fixed period.

Before making a decision on exclusion, the Senior Leadership Team will ensure that satisfactory investigation has been carried out.

- b) A student who has any legal or illegal drug in his/her possession will normally be excluded for a fixed period FOR A FIRST OFFENCE, to be determined by the Senior Leadership Team after considering all the circumstances of the case.

The Principal will also determine what counselling needs to be provided and/or other action needs to be taken during or after the exclusion.



For a SECOND OFFENCE the Senior Leadership Team will determine whether a further fixed term exclusion is appropriate, or whether it is appropriate to exclude permanently. In coming to a decision, the Senior Leadership Team will take into account any medical/police/social service/drug adviser reports that may be available, and consider whether further counselling is appropriate.