



# **Smoking, Alcohol, Drugs and other Substance Abuse Policy**

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# ***Smoking, (Tobacco, vaping and e-cigarettes), Alcohol and Drugs Policy***

## ***Policy statement***

Queenswood is committed to the health and safety of its staff and pupils and will take action to safeguard their well-being. The School recognises that it has a duty to inform its pupils of the dangers and consequences of substance abuse, be it drugs, alcohol or tobacco. It does this through the school curriculum and the PSHCEE programme, which includes external speakers. The School rules make it clear that Queenswood's policy is one of "zero tolerance". We are however, an educational establishment and therefore, we are keen to support and guide students, via the offer of a "support package" who make voluntary disclosures of smoking, vaping excessive or underage drinking and/or drugs. Queenswood is a completely smoke-free site and has a comprehensive policy for staff.

## ***School rules***

It is a School rule that the possession or use of cigarettes (including e-cigarettes and vaping) and alcohol is prohibited.

A breach of the School rules includes the following:

- being in possession of tobacco, cigarettes, vapes/e-cigarettes, lighters, alcohol of any type etc.
- being in the company of a pupil who is smoking/vaping or drinking alcohol or who is suspected of smoking/vaping or drinking alcohol.
- being in or coming from a room which smells of tobacco/vape smoke or alcohol.
- any breach of the law in terms of drugs outlined below.
- being in possession of or using psychoactive substances (formerly known as legal highs). will be treated as an infringement of School rules and this policy.
- being in possession of, or using e-cigarettes or vapes.

## ***Pastoral support and education***

We encourage all Queenswood pupils to discuss any concerns they may have about drugs or substances. They may share these concerns with any member of staff, our school counsellor or the medical professionals within the school Medical Centre. It cannot be guaranteed that these conversations can be kept confidential and will depend entirely upon the specific nature of the concern raised.

Matters, which are brought to the attention of staff by a pupil or their parent, may, at the discretion of the Principal and Deputy Head Pastoral, be "ring-fenced" from disciplinary sanctions or adverse report. In such cases, the school will work with the family, to address the issues raised. This may include the pupil being placed on a "support package" or involving external support such as, <https://www.changegrowlive.org>

## ***Drugs and the law***

It is prohibited:

- to supply or offer to supply a controlled drug to another person.
- to be in possession of, or to possess with intent to supply to another, a controlled drug.
- knowingly, to allow the premises to be used for the consumption of a prohibited substance.

### ***Acceptable use of alcohol and guidance to staff***

Consumption of alcohol is socially acceptable and will inevitably play a part in the social lives of pupils as they get older and when they leave Queenswood. The School has a dual responsibility:

1. to educate pupils not only in the use, but also the potential abuse, of alcoholic drinks.
2. to ensure that consumption of alcohol within the School is strictly controlled.

In addition to PSHCEE, the more frequently that members of staff can reinforce the message that the effects of alcohol are potentially very dangerous and that fun can be had without the consumption of alcohol, the better. The fact that the School is prepared to very occasionally allow Sixth Form pupils to consume alcohol, and then only under supervision, is consistent with the School's second aim and its belief that exposure to alcohol should not begin too early. To that end:

- Staff should not offer alcoholic drinks to pupils under any circumstances outside organised School events.
- A distinction should be drawn between spirits, as opposed to wine and beer.
- No pupil in the School may bring alcoholic drinks into the School or be in possession of alcoholic drinks at any time, outside of organised school events.

The school reserves the right to breathalyse a pupil(s) who a teacher, another member of staff or volunteer may reasonably believe to be intoxicated. The outcome of this test will determine subsequent action to be taken.

In circumstances where a pupil refuses to undertake a breathalyser test, they will be asked to explain why they have refused. Where possible, parental support may be sought to help the pupil make their decision and to understand the consequences of refusing to consent to the test. PLEASE NOTE Should the school have reason to suspect that the pupil has been involved with alcohol and this pupil fails to complete a test due to refusal, this will be deemed to be an admission of having consumed alcohol. In such cases, the matter will be dealt with in accordance with this policy where the consumption of alcohol has been proven.

### ***Consumption of alcohol at social events***

In order to encourage pupils to maintain an appropriate attitude to the consumption of alcohol, members of staff must adhere to strict standards either when entertaining, or being entertained by, pupils at House Suppers, special dinners and other socials. The following guidelines are to be applied:

- Spirits are never to be consumed.
- No pupil below Lower Sixth should be served alcoholic drinks.
- At a Sixth Form social event, a maximum of two glasses of wine, to span pre-dinner drinks and the meal itself, is acceptable. Drinks can only be served with a meal, as prescribed by the licensing laws.
- At any function where staff and students are present, the staff must take responsibility for regulating the consumption of alcohol by the pupils and the behaviour of the pupils.

- Any pupil arriving at a function having consumed alcohol should be sent to report to the Housemistress or Houseparent if a boarder. If a day pupil, parents should be contacted to collect the pupil. Sanctions are detailed below.
- In accordance with the licensing laws, no pupil may purchase any alcoholic drink at a School function. Drinks may only be purchased by a parent or member of staff on her behalf.

## ***Sanctions***

These sanctions are in line with the School's Rewards and Sanctions Policy, but they take into account the severity of smoking (tobacco), vaping, alcohol and drugs. Every complaint or report of an involvement with drugs and substances will be followed up and investigated.

### **A. Smoking (including vaping) and alcohol: For a breach of the School Rules:**

#### *First offence*

- A letter or email written by the Deputy Head Pastoral/Principal which briefly outlines the incident will be sent home
- Depending on the incident, it will be either suspension or a School Detention.

#### *Further Offence*

- Further offences could lead to a pupil's loss of her right to be a member of the School.

### **B. Drugs other than tobacco**

In order to safeguard the community, the following steps will be taken in the event of any drug misuse or possession. Each case will be treated individually.

1. Parents will be informed by the Principal or Deputy Head Pastoral. The police may be consulted for relevant support and advice. They will be informed if required by law (e.g. when dealing with Class "A" drugs, a list of which is held in the Medical Centre).
2. Random urine testing\* will not be used but a urine test will be taken when it is considered there is reasonable cause for such a test. Either to deter illegal drug use, to identify users or to absolve the innocent. (A detailed testing procedure is set out in a document held in the Medical Centre.)
3. Any infringement of the law pertaining to the misuse of drugs during term time will mean the loss of a pupil's right to membership of the school as also set out in Queenswood's Expulsion, Removal and Review Policy.

In circumstances where a pupil refuses to undertake a urine or other biological sample, they will be asked to explain why they have refused. Where possible, parental support may be sought to help the pupil make their decision and to understand the consequences of refusing to consent to such.

PLEASE NOTE Should the school have reason to suspect that the pupil has been involved with drugs or other substances and this pupil fails to provide a sample, due to refusal, this will be deemed to be an admission of having taken drugs or other substances. In such cases, the matter will be dealt with in accordance with this policy where the consumption of drugs and/or other substances has been proven.

*\* It should be noted that random drug tests can be, and are, carried out on pupils playing representative sport. Each sport's governing body has its own code of conduct with regard to drug testing.*

### ***Drugs testing policy***

1. The School's policy is to require a urine or hair test, when it is considered there is reasonable cause for such a test. This policy is based on the needs.
  - a. to deter illegal drug use;
  - b. to identify users;
  - c. to absolve the innocent.
2. Reasonable cause exists where the School believes that a pupil's behaviour may be explained by her use of illegal drugs.
3. The decision to require a test will be made by the Principal or, in her absence, the Deputy Head Pastoral after appropriate consultations. Permission in principle is covered under the terms of the parent contract.
4. If a test is required, all reasonable steps will be taken to notify the parents, both of the requirement and the reasons, before the test is carried out.
5. The specimen will be taken under the supervision of the Medical Centre Sister. A member of the School staff will be present (usually the Deputy Head Pastoral, Assistant Head Boarding, Assistant Head, Head of Sixth Form, Head of Year or Housemistress/Houseparent).
6. If a pupil declines to co-operate, there is no question of force being used. She will be told, however, that inferences may be drawn.
7. The Medical Centre will take the following steps in obtaining a urine or hair sample as soon as possible after the need arises:
  - a. informed and written consent for the test will be obtained from the pupil and for the results of the test to be made available to the Principal. If the pupil understands what she is giving consent for, it is legally acceptable for under 16s at school to give their own consent;
  - b. the Medical Centre will ascertain that the urine or hair sample provided is by the pupil under suspicion has not been tampered with.
  - c. if a urine sample is required, it will be collected into two sterile sample bottles which are sealed and labelled immediately in the pupil's presence and the bottle signed by the pupil (witnessed by a senior member of staff, Head of Year or Housemistress or Houseparent if a boarder). The bottles will be placed in appropriate envelopes and sealed. The Sister will complete a laboratory request form.
  - d. two copies of the urine sample form will be completed. These forms will then be signed by the Medical Centre.
  - e. the School will meet the cost of such tests and the results made known to parents as soon as possible.

### ***Searching a pupil and their possessions***

This may be necessary in dealing with a breach of School rules related to smoking, alcohol and drugs. Arrangements for searching a pupil and their possessions are outlined in the Searching, Screening and Confiscation Policy.

### ***Parental contribution***

It is hoped that parents will support the School by ensuring that the availability of alcoholic drinks is very strictly monitored at home and at functions attended by parents and their children. In addition, it is hoped that parents will talk to their daughters about the dangers of drug, alcohol and tobacco/vaping to reinforce the message the pupils get at School.

***Other related school policies and procedures***

- Expulsion, Removal and Review
- Searching, Screening and Confiscation Policy
- Pupil Behaviour Policy