

# DRUGS, ALCOHOL AND SMOKING POLICY AND SANCTIONS

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**Policy area:** 7 – Health and safety  
**Date last revised:** August 2019

**Date established:** February 2014  
**Date of next revision:** August 2020

This policy will be reviewed in full by the Head of School on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of School in August 2019. It is due for review in August 2020.

## Signed



Rod Jackson  
Head of School  
Date: 27<sup>rd</sup> August 2019

## Overview

### Policy statement

This policy provides information on ICS's guiding principles regarding drugs, alcohol and smoking. ICS does not tolerate the misuse of drugs or alcohol by members of the school, or the illegal supply of these substances.

### Purpose

ICS is committed to the health and safety of its members and will take action to safeguard their wellbeing. ICS acknowledges the importance of its pastoral role in the welfare of young people and through formal education and the schools' general ethos. It will seek to provide the support students need to avoid the problems of substance abuse.

## Applicability

This policy applies to all members of ICS staff, and students and their parents.

## Governing body guidance

This policy incorporates advice set out in the DfE guidance document: [DfE and ACPO Drug Advice for Schools](#) (September 2012).

## Access

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct and Behaviour policy documents.

## Failure to comply

This policy must be read in conjunction with the ICS Secondary School Behaviour (including anti-bullying) policy. Failure to comply with requirements set out in this policy will lead to intervention from the Senior Leadership Team.

# Drugs, alcohol and smoking policy and sanctions

## 1 Aims

- 1.1 ICS believes and supports the following education aims in respect of drugs and substance use and misuse:
  - a. To enable pupils to make health and informed choices by increasing knowledge, challenging attitudes and developing and practising decision-making skills.
  - b. To provide accurate information about substances.
  - c. To increase understanding about the implications and possible consequences of use and misuse.
  - d. To widen understanding about related health and social issues.
  - e. To enable young people to identify sources of appropriate personal support.
- 1.2 These aims are fulfilled through a programme of education arranged through the established curriculum, through the PSHE syllabus and through specially invited external speakers. The programme involves students of all ages and continues throughout their time at the School.

- 1.3 Students can discuss their individual worries with their class teachers, Tutor, or any other member of the Pastoral Team. They can also refer themselves to the School Psychologist for individual guidance, without fearing sanctions or adverse report. We also invite parents and guardians to meet senior staff and the School Psychologist if support is required, and are very conscious of the importance of working together in order to promote the wellbeing of all students.
- 1.4 The School actively co-operates with other agencies such as the local police, Social Services, and Health Promotion Services to deliver its commitment to drugs education and to deal with incidents of substance use and misuse.

## 2 Tobacco

- 2.1 ICS operates non-smoking campuses. Smoking is therefore forbidden in any area of the School buildings. Smoking is also forbidden on School trips, both day and overnight.
- 2.2 All smoking incidents are reported to the Principal and parents will normally be informed at the earliest opportunity. A first offence will be assigned Step 1 on the Behaviour Sanctions for serious problems.
- 2.3 Thereafter the whole question becomes more one of consultation with parents in conjunction with the School's sanctions code. A student may be referred for a session of counselling (at the parents'/guardians' expense) where we have reason to believe that he or she has issues with tobacco, for example, when there are repeated infringements. Continued abuse of the smoking rule may well result in suspension or even expulsion.
- 2.4 The School will always contact the manager of any establishment found to be active in selling tobacco or tobacco products to under age students and the Police may also be informed.
- 2.5 Members of staff (academic and non-academic) are reminded that smoking is banned across the campus both inside and outside buildings. It is also expected that staff should refrain from smoking in the presence of students at any time.

### 3 Alcohol

- 3.1 Alcoholic drinks may not be brought onto the School premises by students nor taken on any school trips, day or over-night.
- 3.2 ICS is clearly bound by the law of the land and those laws guide our policy. All alcohol offences will be reported to the Principal and to parents. Evidence of alcohol consumption will be enough to attract a disciplinary reaction.
- 3.3 The first offence being comparable to being caught smoking. A student may be referred for a session of counselling (at the parents'/guardians' expense) where we have reason to believe that he or she has issues with alcohol, for example, when there are repeated infringements. Suspension and expulsion are ultimate possibilities.
- 3.4 Offences involving spirits will tend to attract a greater disciplinary reaction.
- 3.5 Persuading other students to partake of spirits is regarded in a particularly serious light. Should somebody be incapacitated, or end up sick then it is likely that a period of suspension would follow. For alcohol offences the school reserves the right to telephone parents/guardians and ask them to collect their child immediately.
- 3.6 In the case of any incident involving the sale of alcohol to under age students, the school will personally contact the manager of the establishment involved and the police will be informed.

### 4 Drugs

- 4.1 Taking, possessing or dealing in drugs is forbidden. The definition of a drug used by the DfE in 'Drug advice for schools' is:

A drug is a substance people take to change the way they feel, think or behave. This includes:

- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD and mephedrone) under the Misuse of Drugs Act 1971. Also so-called legal or herbal highs which are considered illegal under current medicines legislation to sell, supply or advertise for 'human consumption'.
- Over-the-counter and prescription medicines used improperly, which can include sleeping tablets and slimming tablets.
- All legal drugs when misused including volatile substances and solvents, Ketamine, Khat, alkyl nitrites.

- Drugs which are misused to enhance performance (for example analgesics or steroids).
- 4.2 The Head of School reserves the right to react to the emergence of new substances and changing circumstances as they occur, based on the DfE definition of a drug above.
- 4.3 We are committed to promoting a healthy, safe environment at ICS, in which good citizenship and respect for the law can flourish as part of our commitment to uphold British values within ICS. We believe that it is important to deliver a clear, consistent moral framework that promotes the integrity of our community, and gives all of our students the understanding and self-confidence to reject illegal drugs and substances.
- 4.4 Any member of staff or parent concerned that a student might be involved in drug abuse should inform the Principal immediately.
- 4.5 We will always investigate rumours about involvements in illegal drugs and substances, including questioning a student, searching his/her personal possessions. We will inform parents and guardians as a matter of urgency and invite them into the School to discuss the matter.
- 4.6 Our sanctions policy is as follows:
  - a. Any student selling or distributing drugs or otherwise actively encouraging their possession or consumption by others will be expelled.
  - b. Anyone caught possessing or consuming illegal drugs while under the School's jurisdiction in term time loses any right to immediate membership of the School and must expect expulsion to be a very strong possibility.
  - c. In some cases there may be mitigating circumstances; if so, they will be carefully considered.
- 4.7 The Head of School will normally consult the Police about the possession, consumption or supply of an illegal drug, since it carries the possibility of being a criminal offence.
- 4.8 If the only firm evidence that a student has been involved with illegal drugs is a positive drugs test, he or she may be allowed to stay in School provided that he or she:
  - a. Gives a written assurance to The Head of School and to his/her parents that he/she will not become involved with illegal drugs again.

- b. Agrees to undergo the drugs tests at various times during his/her remaining School career.
  - c. Agrees to take part in drug counselling if the school requires.
- 4.9 The same undertakings will also be required of any student who may be allowed back after an offence (see above) because of mitigating circumstances.
- 4.10 The scope of the School's discipline reaches to the point where there is a transfer of responsibility from School to parent. However, where it becomes known that drugs abuse is taking place outside ICS, then the School is in possession of information, which could be deemed to be criminal and may thus:
  - a. inform parents of the nature of what is being said.
  - b. ask that there should be drug counselling
  - c. require that the student be drug tested in the future
  - d. talk to the local police about the matter.
- 4.11 In the event of the School's reputation being brought into disrepute it will be the School's qualified right to invoke its full disciplinary procedures.
- 4.12 Any subsequent drugs abuse, including a positive test result, will result in expulsion. Semantic debate about drugs taken in the holidays or at weekends will not be conducted.
- 4.13 Solvent abuse is also a serious School offence. The School may react to solvent abuse in a similar way to other forms of drug abuse.

## Appendix A: Useful organisations

**Addaction** is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. **Website:** [www.addaction.org.uk](http://www.addaction.org.uk)

**ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: [admin@adfam.org.uk](mailto:admin@adfam.org.uk) **Website:** [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems. Tel: 020 7264 0510. Email: [contact@alcoholconcern.org.uk](mailto:contact@alcoholconcern.org.uk) **Website:** [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: [enquiries@ash.org.uk](mailto:enquiries@ash.org.uk) **Website:** [www.ash.org.uk](http://www.ash.org.uk)

**Children's Legal Centre** operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: [clc@essex.ac.uk](mailto:clc@essex.ac.uk) **Website:** [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Children's Rights Alliance for England** - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: [info@crae.org.uk](mailto:info@crae.org.uk) **Website:** [www.crae.org.uk](http://www.crae.org.uk)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. Tel: 020 7307 7450 **Website:** [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: **Website:** [www.drugeducationforum.com/14](http://www.drugeducationforum.com/14)

## References

[DfE and ACPO drug advice for schools \(September 2012\)](#)

[School discipline and exclusions \(DfE\)](#)