



# DRUGS, ALCOHOL AND TOBACCO MISUSE POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

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## **General Statement of Policy**

Wellington School tolerates neither the use of illegal drugs nor the misuse of alcohol by members of the School nor the illegal supply of these substances.

Wellington School is committed to the health and safety of its members and will take action to safeguard their well-being.

Wellington School acknowledges the importance of its pastoral role in the welfare of young people through formal education and the School's general ethos; it will seek to provide the support pupils need to avoid the problems of substance abuse.

In formulating this policy, due regard has been given to the 'DfE and APCO drug advice for schools (September 2012)' and Searching, screening and confiscation (DfE January 2018).

This policy should be read in conjunction with the School's Promoting Good Behaviour Policy and the Exclusions Policy.

## **Policy Aims**

Wellington School believes and supports the following educational aims in respect of drugs and substance use and misuse:

1. To enable pupils to make healthy and informed choices by increasing knowledge, challenging attitudes and developing and practicing decision-making skills.
2. To provide accurate information about substances.
3. To increase understanding about the implications and possible consequences of use and misuse.
4. To widen understanding about related health and social issues.
5. To enable young people to identify sources of appropriate personal support.

These aims are fulfilled through a programme of education arranged through the established curriculum, through the PSHEE syllabus and through specially invited external speakers. The programme involves pupils of all ages and continues throughout their time at the School. Our medical staff also play an active role in promoting greater awareness about the risks involved, and will offer informed medical advice.

Pupils can discuss their individual worries with their Tutor, Head of Year, Head of House or any other member of staff, including their matron, if they are boarders. They can also refer themselves to the medical staff for individual guidance. We also invite parents and guardians to information evenings, and are very conscious of the importance of working together in order to promote the wellbeing of all pupils.

The School actively cooperates with other agencies such as the local Police and Children's Services to deliver its commitment to drugs education and to deal with incidents of substance use and misuse.

The policy will be reviewed annually and in the light of any drug-related incident.

**Parental Signature:** as part of the contract with the School, all parents are expected to sign their acceptance of this policy prior to a child's admission to the School. Parents will be informed of changes to wording or procedures without a requirement to re-sign the policy.

Sanctions are always at the discretion of the Head or one of the Deputy Heads. Appeals against sanctions, or the manner in which a matter has been handled, are outlined in the School's *Complaints Procedure* and the *Exclusions Policy*.

### **Specific policy and the management of incidents:**

Under the *Education and Inspections Act 2006*, schools have a statutory power 'to such extent as is reasonable' to regulate pupils' behaviour when off-site and not under the supervision of staff. All parents are strongly advised that the School may invoke on-site sanctions if incidents involving tobacco, alcohol or drugs occur off-site. Careful management and supervision of parties is especially important.

School trips are considered to be on-site activities.

Please note that day pupils who are with boarders on the school site can expect to receive the same or equivalent sanctions as boarders.

#### **1. Tobacco, vaping and other smoking related products.**

It is the School's policy that smoking, vaping and the possession of smoking or vaping materials are forbidden on school premises. This includes, but is not restricted to, cigarettes, tobacco, cigars, cigarette papers, e-cigarettes, personal vaporisers (vapes) and electronic nicotine delivery systems.

All smoking incidents are reported to a pupil's Head of Year or Head of Section and parents will normally be informed at the earliest opportunity. All offences will be reported to the Deputy Head (Pastoral). Sanctions will be in line with the School's Promoting Good Behaviour Policies and Exclusions Policy (as appropriate). A first offence is likely to lead to a Headmaster's Detention. More serious punishments could ensue if a pupil is caught smoking in town and thereby bringing the School into disrepute. Thereafter consultation with parents in conjunction with restriction of privileges will be considered. A pupil may be referred for a session of counselling with the School Medical Centre (SMC) nurses 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 result in suspension.

The School will always contact the manager of any establishment found to be active in selling tobacco, vapes or other smoking-related products to under-age pupils and the Police may also be informed.

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 pupils at any time.

## **2. Alcohol**

Alcoholic drinks may only be consumed by pupils at authorised school occasions when a meal is being served, and where the pupil is in the Sixth Form and is 16 or over. Alcoholic drinks may not be brought onto the school premises or campus. With the exception of boarders who are 18 and have been given permission to do so, pupils should not return to School having consumed alcohol elsewhere. Drinking to excess under any circumstances is unacceptable.

The School is bound by law and the law guides our policy. Pupils are encouraged to adopt a sensible attitude towards alcohol. Alcohol should not be served to any pupils below the Sixth Form. Boarders who are 18 may be given permission to visit a pub at a designated time and for a specific length of time. They may drink beer, cider or wine, and then only in moderation. No spirits of any kind, or drinks containing spirits, may be consumed.

We believe that pupils in their final two years at the school should learn that the moderate consumption of alcohol has its place in our society when accompanied by food. Therefore, Sixth Form pupils may be served alcohol in moderation at certain formal School occasions usually accompanying a meal (e.g. school social events such as the Christmas Ball or Sports Dinners) but never in the absence of a member of staff. Soft drinks are always available at such events.

The School has breathalysers and reserves the right to use them in any situation in which the use or abuse of alcohol is evident. Parental consent for the use of a breathalyser is a contractual requirement given prior to admission to the School.

All alcohol offences will be reported to the Deputy Head (Pastoral), the Head and to parents. Evidence of alcohol consumption, except in the permitted circumstances set out above, or excessive alcohol consumption in all circumstances will lead to sanction. For guidance, lower level alcohol offences would be considered to be possession of beer or being caught in a pub under age. This is likely to lead to a Headmaster's Detention. After a further offence a pupil may be referred to the School Nurse/Doctor or the School's Mental Health Lead for support, or an outside agency (at the parents' expense), where we have reason to believe that they have an issue with alcohol, for example.

Repeated offences are likely to lead to suspension or permanent exclusion.

If an older pupil is found to have provided or purchased alcohol for a younger pupil, it is likely that the older pupil will be suspended, or could face permanent exclusion.

Offences involving spirits will normally attract a greater disciplinary reaction. Persuading other pupils to drink spirits is regarded as serious. Should a pupil become ill or incapacitated due to drinking alcohol, they should expect a serious sanction at the level of Headmaster's Detention or above. In all cases where a pupil has been drinking, the School reserves the right to telephone parents or guardians and insist that their child is collected from school immediately.

In the case of any incident involving the sale of alcohol to under-age pupils, the School will contact the manager of the establishment involved and the Police may be informed.

### **3. Drugs**

It is the School's policy that taking, possessing or dealing in illegal drugs is forbidden.

The definition of a drug used by the then DfES in 'Drugs guidance 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).

*The Head 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.*

We are committed to promoting a healthy, safe environment at Wellington, in which good citizenship and respect for the law can flourish. 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 pupils the understanding and self-confidence to reject illegal drugs and substances. Any member of staff or parent concerned that a pupil might be involved in drug abuse should inform the pupil's Housemaster/mistress immediately.

The School will investigate an allegation or allegations about a pupil's involvement with illegal drugs and substances, including when the allegation takes the form of a rumour. An investigation is designed to satisfy the School that there is, or is not, truth in the allegation or rumour, and thereby correct the behavior of the guilty and protect the reputation of the innocent.

An investigation will involve speaking with the accused pupil and other pupils, as appropriate. An investigation is also likely to involve searching a pupil's possessions.

When the facts of an investigation have been established, the School will inform the parents or guardian of the pupil as quickly as reasonably possible, outlining the possible next steps in the process.

#### **Drug Testing**

The Governors have agreed a contract with a clause making it a condition of admission to the School that parents of pupils accept this policy and the School's right to require a pupil to undergo a test for the use of illegal drugs or other substances damaging to health, where there are reasonable grounds for suspicion. Drug testing is authorised by the Head or Deputy Head (Pastoral) who may appoint a trained member of the Management Team to conduct the test.

A test will only be required following consultation between the investigating staff, the pupil's Head of year/Head of Section, the Deputy Head (Pastoral) and the Head.

Reasonable endeavours will be made before a drugs test is conducted to notify parents and guardians of the requirement for a drugs test and the reasons for that requirement.

If for any reason a parent cannot be contacted, this will not prevent the test from taking place.

If a parent asks to be present during the test they may do so. However, they must be able to attend the test at the time the school stipulates.

### **Drugs Testing Procedure**

The Drugs Testing Procedure is designed to be constructive, where possible, and to support those pupils most at risk of drug taking, to dispel ill-founded suspicion of drug taking and to act as a general and efficient deterrent. This policy allows the School to exercise clemency where it is merited, and give support and advice to those who need it. It aims to encourage honesty and in certain circumstances to allow a pupil to recognise that he or she has made a serious mistake and to strive to make amends for it within Wellington School. However, there will be occasions, set out below, when punitive sanctions are appropriate.

### **Sanction for the use of illegal drugs:**

- I. Any pupil selling or distributing illegal drugs will be permanently excluded.
- ii. Any pupil found in possession of or consuming illegal drugs while under the School's jurisdiction in term time loses any right to membership of the School and must expect permanent exclusion to be a very strong possibility.
  - a) In some cases, there may be mitigating circumstances; if so, they will be carefully considered.
  - b) The Head will normally consult the Police about the possession, consumption or supply of an illegal drug, since it might constitute a criminal offence.
- iii. If the only firm evidence that a pupil has been involved with illegal drugs is a non-negative (positive) drugs test, then it is proven that the pupil has been using illegal drugs. However, they may be allowed to stay in School provided that they:
  - a) Give a written assurance to the Head and to their parents that they will not become involved with illegal drugs again.
  - b) Agree to undergo drugs tests at various times during their remaining school career.
  - c) Agree to take part in drug counselling if the School so requires. If this is conducted outside the services offered by the NHS it will be at the parent's expense.

The same undertakings will also be required of any pupil who may be allowed back after an offence (see ii above) because of mitigating circumstances.

- iv. 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 School, then the School is then in possession of information relating to behavior 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 pupil be drug tested in the future;
  - d) talk to the local police about the matter.
- v. 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.
- vi. Any subsequent drugs abuse, including a non-negative (positive) test result, will result in permanent exclusion. Semantic debate about drugs taken in the holidays or at weekends will not be conducted.
- vii. Solvent abuse and the use of so-called 'legal highs' is also a serious school offence. The School may react to this in a similar way to other forms of drug abuse.

## **Drug Testing Procedures**

### ***Definitions:***

***Negative test:*** indicates that drug use is not evident within the test sample.

***Non-Negative test:*** indicates that drug use is evident within the test sample.

***Positive test:*** where the evidence of drug use found in the non-negative test is confirmed by a laboratory test.

- There will be no random tests of pupils for drug abuse at Wellington. However, if the School has reason to suspect that a particular pupil may have been using illegal drugs, the Head has the right to require that a test be carried out (i.e. received information, notable changes in behaviour or performance, appearing under the influence of a substance). A test will only be required following consultation between the investigating staff, the pupil's Head of Year/Head of Section, the Deputy Head (Pastoral) and the Head.
- If a pupil who has tested non-negatively, or who has admitted being involved with drugs, is permitted to remain at School, the Head reserves the right to make it a condition that there is repeat testing of the pupil in the future at intervals determined by the School. Any further non-negative test is likely to lead to permanent exclusion. There will be a requirement for the pupil to receive support and drug counselling, either through services offered by the NHS or at the parents' expense.

- With regard to non-negative tests arising from drug use outside school time (holidays or weekends) the same rules apply on the grounds that drug abuse at any time is an issue for the School.

## 1. Testing procedures

The testing procedure follows two stages:

- a) Oral screening using point-of-contact testing kits whereby saliva is collected in a single-use container which will allow a drug-testing result within minutes.
- b) A non-negative result sample will be sent to a laboratory for further testing and analysis to confirm the result. Negative tests will not be sent to a laboratory.

1. Testing procedures will be in accordance with standard good practice.

Confidentiality: records of the testing will be retained on the pupil's file until such time as the file is destroyed in accordance with appropriate data retention guidelines.

2. The test will be carried out under the supervision of the Deputy Head (Pastoral) or a senior member of staff who has been trained to conduct the test. The person carrying out the test will always be accompanied by another member of staff to act as an independent witness and as a support for the pupil.
3. The written consent of the pupil will be obtained before the test is conducted. If a pupil refuses to give consent to be tested, they will be asked to say why they have refused. It will be made clear to them that refusal means the School is entitled to draw inferences from their response, and the Police may be informed.
4. Any samples collected for the purposes of drug testing will be collected using recognised chain-of-custody procedures to ensure that samples are genuine and not interfered with in any way. All testing staff are trained in this.
5. The Head will normally consult the Police about the possession, consumption or supply of an illegal drug, since it may constitute a criminal offence.
6. The School will regularly review and update the range of tests used.
7. The testing will be done at the School's expense. If further tests are required, either at the parents' request or if the School deems it appropriate, then costs are likely to be met by the parents.
8. Notifying parents: reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement.

## **2. Subsequent action**

1. Procedure: the School will treat a non-negative test as evidence that the pupil has been using drugs. A meeting will be arranged at which:
2. In line with the School's Exclusions Policy, the pupil will be asked to attend a disciplinary meeting with the Headmaster along with their parents or guardian. The pupil's tutor/Head of Year/Head of Section or other appropriate staff member may also be present (if the pupil wishes) along with the Deputy Head (Pastoral) and any other senior member of staff who has been involved in the investigation.
3. The evidence of the non-negative sample and all other relevant evidence will be put to the pupil and they will be invited to respond.
4. The pupil's response will be heard and considered.
5. The Head will make a finding of fact based on the evidence and supported by reasons.
6. Sanction: if the Head's decision is that the pupil has been using drugs, the Head will outline the range of sanctions he is considering. The Head will take into account the pupil's disciplinary record before deciding on the sanction.
7. Review: if the pupil is permanently excluded, they and their parents may appeal this decision in line with the School's *Exclusions Policy*. Their suspension will be continued in the interim.

## **3 Supportive regime agreement**

The Head may, as part of a disciplinary contract, insist that a pupil who is guilty of illegal drug use, but who is allowed to remain in the School, is subject to a 'supportive regime'. A 'supportive regime' asks the pupil to agree to a contract whereby they undertake to avoid illegal drugs in the future and agree that they can be drugs tested at any time.

See appendix 1.

## **4 Changes in the procedure**

It may be necessary to change the testing procedure from time to time. Any changes shall be authorised only by the Head and shall come into force on the date designated by him (which may be immediate). Significant amendments to the procedure will be published as soon as is practical.

## Appendix 1: Supportive regime

<b>Full name of pupil</b>	
<b>Date</b>	
<b>Pupil's date of birth</b>	
<b>Age now</b>	
<p>I have made a voluntary admission of having used a controlled drug or substance in breach of the School's policy and disciplinary rules.</p> <p>As an alternative to permanent exclusion, the Headmaster has offered me a supportive regime under which:</p> <p>For the remainder of this term and for a period agreed by the Headmaster, without obligation on the part of the School, I may at any time be asked to undertake a drugs test for analysis in accordance with the procedures described in the attached policy which I have read and understood.</p> <p>I understand that I may be asked to undertake a drugs test at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.</p> <p>I agree to be subject to this regime and to co-operate with the School in every respect. I understand that the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.</p> <p>I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the School.</p>	
<b>Signed</b>	

### Declaration of parents / guardian / education guardian

I / We the undersigned have read the School's Drugs Testing Policy, and this Appendix. For my / our part, I / we accept the Headmaster's offer of a supportive regime for the above-named pupil, as described above.

I / We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test.

<b>Signed</b>	<b>Signed</b>
<b>Full name</b>	<b>Full name</b>
<b>Relationship to pupil</b>	<b>Relationship to pupil</b>
<b>Date</b>	<b>Date</b>