

Drugs, Alcohol and Smoking Policy 2021-22

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SMOKING POLICY

Introduction:

1. Despite national campaigns to discourage smoking amongst young people, it continues to be prevalent and the evidence is that children are becoming addicted at a very early age. In a co-educational boarding school, with a campus the size of Seaford College, the opportunities for smoking are considerable and determined smokers will pursue their habit despite all the advice and warnings given. In recent years, e-cigarettes have become more prevalent within society, with little understood about their long-term harmful effects. The School does not differentiate between possessing or smoking tobacco, and the ownership and use of electronic cigarettes, both of which are unacceptable under School rules.

Philosophy:

2. Ultimately, the aim is to eradicate smoking from the student body. This philosophy will be supported for the pupils by the Social, Personal and Health Education programme of lessons and discussions.

Some of the reasons why the College is pursuing this course of action are as follows:

- i. Smoking is the single most preventable cause of premature death and ill health in our society.
- ii. Passive Smoking – breathing other people’s tobacco – is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses, in non smokers.
- iii. Smoking is a Health and Safety issue for those who use the College-pupils, staff, visitors and parents.
- iv. Schools, as educators, have a major role to play in working towards nonsmoking being seen as the norm in society.
- v. Young people need to receive consistent messages and require non-smoking role models within the College.

At all stages of entry into the College, the policy is made available and when accepting a place it is implicit that the pupil and his/her parents enter into a contract to uphold and abide by the non-smoking rule.

Pupil caught in possession:

3. If a pupil is caught smoking or found in possession of smoking material, the following specific action will take place:

First Offence:

A Thursday night conduct detention will be issued, and with communication home to the parents.

Second Offence:

The pupil will be suspended for one day; a letter will be sent home to the parents.

Third Offence:

If a pupil is caught smoking for a third time during their tenure at School, then they will be suspended for two days

Fourth Offence:

If a pupil is caught smoking for a fourth time during their tenure at School, they may be asked to leave the school. Parents will be contacted to arrange a meeting with the Headmaster.

Smoking Inside Buildings:

4. Smoking inside the College teaching block and/or the boarding houses brings with it the additional risk of fire. The College views this to be a serious breach of the College Health and Safety Policy and offenders could expect the sanction of suspension to be applied irrespective of the other provisions of this policy.

Evaluation of the Policy:

5. The policy will be reviewed on an annual basis. A copy of the policy will be included in the Staff Handbook and the Notes to Parents.

Stop Smoking Support:

6.

West Sussex Stop Smoking Helpline

(Chichester & Bognor areas, Adur, Arun and Worthing and Crawley area)
01243 815505

Mid-Sussex Stop Smoking Helpline

01444 475769

Horsham & Chanctonbury Stop Smoking Support

01903 843416

ALCOHOL POLICY

Introduction:

7. Seaford College is a co-education day/boarding school situated in a rural area. We are aware that alcohol consumption is an accepted practice within many areas of society today and that there are increasing pressures on young people to experiment with alcohol with the potential attendant risks of damage to health. It is therefore important that the College makes clear its attitudes to alcohol so that children receive consistent messages.

The educational, physical, mental, social and moral welfare of all pupils is the College's priority. We expect all staff, parents and visitors actively to support the approved policy.

Under Age Drinking of Alcohol:

8. Apart from Sixth Formers under the provision set out below, the drinking of alcohol by pupils under the legal age of 18 years is expressly forbidden. It is illegal to purchase alcohol from a shop or an off-licence under the age of 18 years. It is also illegal to purchase or provide alcohol for anyone under the legal age. A pupil found to have committed any of these offences can expect the full range of school sanctions to be applied.

No pupil of any age is allowed to bring alcohol into the school. If a pupil does so as a gift it must be handed to their housemaster/tutor/or the recipient immediately for safe keeping.

Alcohol Consumption on the College Premises:

9. Pupils must be made aware of the dangers of excess and underage drinking but given the general social acceptance of drinking alcohol in moderation, the college considers it has a duty to ensure Sixth Formers are introduced to social drinking in a controlled environment.

Supply of Alcohol in the College

10. There are two types of situations when alcohol may be offered to students in the Sixth Form at the College:
 - a. At certain formal social events
 - b. At other less formal social events, as agreed with the Deputy Head
11. The College holds a number of formal social events throughout the calendar year. These include, but are not restricted to:
 - The Leavers' Ball
 - The Sixth Form Prom
 - The Prefects' Dinner
 - The CCF Dinner

These events are formal meals where alcohol is served.

In the first two examples, parents are invited and are expected to supervise their children. This is communicated to parents prior to the event. In the communication it

is made clear to parents that they should be supervising the amount of alcohol their children are drinking. Any students boarding would be expected to sit with their houseparents and would not normally be allowed to consume alcohol, unless this had been discussed and agreed between the houseparent and the Deputy Head prior to the event.

The second two examples are formal meals where parents are not normally invited but alcohol may be served (both with the meal and at a reception or with a toast). The students will sit on tables with staff, who will be in charge of monitoring the amount of alcohol served/drank by the students on their table. The quantity of alcohol to be offered to students will have been agreed with the Deputy Head prior to the event – this will normally be two glasses of wine with dinner and a glass at the reception/a glass of port for the toasts. Students who are drinking at these events would not normally be allowed to board that night.

12. There are other, less formal, times when permission may be requested from the Deputy Head to serve alcohol to Sixth Form students. Examples of these types of occasions might include:

- Parties in Heden Hall/Heden Court
- A House Prefects Dinner in a restaurant
- A Heden trip to a restaurant
- A Sixth Form trip to a restaurant

This is not an exhaustive list, but rather examples of the type of occasion where permission might be granted. It goes without saying that alcohol should only be served in accordance with the law. If alcohol is allowed to be served, it must be done so under strict controlled circumstances and under close supervision. Food should always be available at these occasions, and the amount of alcohol should be restricted to two pints of beer/two glasses of wine per student (or the equivalent, for example cider). Spirits will never be provided.

Alcohol should not be consumed by Sixth Form (including leavers) on Sports or Speech day.

The College is committed to the health and safety of its pupils and members of the community and will take appropriate action to safeguard their well-being; the College does not condone the misuse of alcohol.

Alcohol consumption outside these parameters is considered against College rules and will be treated as a very serious offence. In accordance with the Major School rules, it should be made clear that any pupil breaching the major rules risk exclusion at first offence.

As outlined above, the permission of the Deputy Head must always be gained before serving alcohol to Sixth Form students, whatever the function.

Alcohol Consumption off the College Premises (Public Houses, Wine Bars etc):

13. During the school day during term, on school outings and expeditions, no pupil may enter a public house, wine bar etc without permission from a member of Staff which is

only likely to be given to Sixth Formers on condition that they obey the laws of the land concerning the purchase of alcohol.

Role of the Staff and Staff Action:

14. If any member of the Staff (academic or non-academic) has suspicions of alcohol misuse they must follow the procedure below.

Rumour of Alcohol Activity:

15. If a member of Staff should hear that a pupil or pupils are involved in alcohol related activities they should inform the Deputy Headmaster or a Senior member of Staff. They should also inform the pupil's Head of Year and Housemaster/Mistress. These Staff will confer and will decide the way forward. It is essential that no precipitous action is taken which might compromise an investigation however well intentioned.

Dealing with pupils who appear to be under the influence of Alcohol:

16. The initial priority is the well-being of the pupil. Disciplinary action will come later.

Action:

- i. If the pupil is totally incapacitated the member of Staff should make sure the pupil is lying on his/her side so that any vomit is not inhaled. Medical help should be sought from the College Medical Centre and the pupil's Head of Year and Housemaster/Mistress should be informed.
- ii. If the boarding pupil appears to be intoxicated to some degree he/she should be escorted to his/her house and placed in the care of the Senior House Staff or the Duty Staff. The Deputy Headmaster or Senior duty Staff should be informed and they should confer with the House Staff and decide if the situation requires medication involvement. If it does, the pupil should be taken to the Medical Centre and examined by the medical Staff. Subsequent action will be determined and agreed by the Sister and the House Staff. If the pupil's condition requires, it may be necessary to monitor the pupil until the effects of the alcohol wear off. In severe cases the pupil will be admitted to the Medical Centre and the supervision provided by the Medical Centre Staff. The pupil should be asked to explain, if possible, how he/she came to be in his/her condition. If the pupil is a day pupil, then parents should be contacted by Head of Year/Housemaster.

Pastoral Support:

17. Support must be offered to those involved in the incident. This could be provided by House Staff, Medical Staff and members of the Pastoral team.

Staff Training:

18. All academic and senior non-academic Staff, medical Staff including the Medical Centre and GP will be provided with a copy of the Alcohol Policy Document. They will be given guidance on how to deal with incidents of alcohol misuse. It is imperative that all Staff are aware of the warning signs that pupils may express as a result of

alcohol misuse. Staff will be given the necessary training to recognise these signs and the procedures to follow to support the policy.

Personal, Social and Health Education Curriculum:

19. Alcohol Education will be taught as part of the PSHE programme in a manner appropriate to the pupil's level of understanding:
- to enable pupils to make healthy, informed decisions by increasing knowledge, understanding, challenging attitudes and developing communication and social skills
 - to provide accurate and appropriate information
 - to help pupils develop an understanding for those experiencing or likely to experience alcohol misuse.

Actions:

20. The bringing in or use of alcohol within the College, except in circumstances outlined in this policy document is regarded as a serious disciplinary offence. The sanctions applied by the Deputy Headmaster or Headmaster for alcohol related offences will depend on the circumstances but are likely to be internal or external suspension or, in extreme or repeated offences, expulsion.

DRUGS & SOLVENT ABUSE POLICY

Introduction:

21. It would be a very complacent school that thought that it was totally free of drugs. Drugs are freely available if you know where to go and are prepared to pay the going rate. Pupils of Seaford College come from many parts of the world and many will come in contact with drugs through their peer groups in their hometown.

Although by its location Seaford College is protected to some extent, drugs could find their way into the College through pupils returning with them from home or acquiring them locally. It is essential therefore that everyone is on his/her guard and is aware of the possibilities of our pupils experimenting with drugs.

The College is committed to the health and safety of its pupils and members of the community and will take appropriate action to safeguard their well-being.

The School does not condone the misuse of drugs, alcohol, solvents or the supply of these substances and will take the strongest action against those who do.

College's Stance on Substance Misuse:

22. The educational, physical, mental, social and moral welfare of all pupils is the College's priority. We expect all Staff, parents and visitors actively to support the approved policy.

Pupils will be instructed about the harmful effects of drug and substance misuse through the Personal, Health & Social Education curriculum and in discussions with their Tutors.

The College will follow the advice given in the DFE's Circular 4/95 'Drugs Prevention in Schools'. This states 'where a pupil discloses to a teacher that he/she is taking drugs the teacher should make it clear that he/she can give no guarantee of confidentiality, given the seriousness of drug misuse.

Parents:

23. This policy as with all policies will be made available to parents. A list of supporting agencies and literature will also be made available on request (See Information and Support (Drugs)).

Background Information on Drugs and the Law:

24. In recent times over 100,000 people each year have been found guilty or cautioned for the possession or supply of controlled drugs. The number has been going up each year. Over 90% of offenders are male and the majority are aged 17 – 24. In 1998 only 6% of offenders were under 17. Over 70% of cases concern the possession of a small amount of cannabis. This may result in a small fine but in many areas of the country police will issue a caution (especially when it is a first offence involving a young person) and not take the case to court.

By 1998 over half of all drug offenders were receiving cautions and this trend looks like continuing. A caution is noted by the police but does not count as a criminal record. A caution will stay on your record for 5 years. Police in different parts of the country seem to take

differing actions in relation to drug offences. The Misuse of Drugs Act (MD) regulates what are termed controlled drugs. It divides drugs into three classes as follows:

Class A: These include cocaine and crack (a form of cocaine), ecstasy (MDMA), heroin, LSD, methadone, processed magic mushrooms, methamphetamine (crystal meth) and any Class B drug which is injected;

Class B: These include amphetamines and barbiturates, cannabis, codeine, ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg. mephedrone and methoxetamine);

Class C: These include anabolic steroids, benzodiazepines (diazepam), gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), piperazines (BZP), and Khat.

Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act can include:

- Possession of a controlled drug;
- Possession with intent to supply another person;
- Production, cultivation or manufacture of controlled drugs;
- Supplying another person with a controlled drug;
- Offering to supply another person with a controlled drug;
- Import or export of controlled drugs;
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs or supply or production of any controlled drugs.

N.B. Certain controlled drugs, such as amphetamines, barbiturates, heroin, methylphenidate (Ritalin) and methadone, can sometimes be obtained on prescription. In such cases, their possession is not illegal, but to sell or pass to anyone else becomes an offence.

For further details on drugs penalties:

<https://www.gov.uk/penalties-drug-possession-dealing>

Role of the Staff and Staff Action:

25. The Staff must, as part of their role in *loco-parentis*, be aware of their responsibilities towards supporting the welfare of the pupil i.e. in both academic and pastoral areas. To enable them to cope with situations involving drug abuse staff will receive training.

Staff Training:

26. All academic and senior non-academic Staff, medical Staff (including the GPs) will be provided with a copy of the Drugs Policy document. They will be given guidance on substance use/misuse. It is imperative that all Staff are aware of the warning signs that pupils may exhibit as a result of substance use/misuse. Staff will be given the necessary training to recognise these signs and the procedures to support the policy.

Staff should also be aware of the confidential help and support available from ADFAM (01394461443) i.e. literature, individual counselling for staff, pupils and parents.

Action:

27. If any member of Staff (academic or non-academic) has suspicions of drug or solvent abuse they must follow the procedure below.

Rumour of Drug Activity:

28. If a member of Staff should hear that a pupil or pupils are involved in drugs they must immediately inform the Deputy Headmaster or a Senior member of Staff. Unless the situation demands instant action by the member of Staff, no investigation should be conducted. It is essential that no future action is compromised by premature action albeit well intentioned.

When the Deputy Headmaster or the most Senior member of Staff available has gathered the information he will direct the nature of the investigation and work with the Senior Staff to establish the facts.

Dealing with pupils who appear to be under the influence of some substance:

29. The initial priority is the well-being of the pupil. Disciplinary action will come later.

Solvent Abuse:

30. The following is the guidance given by Department of Health in a publication August 1992 for someone encountering a person apparently suffering from solvent abuse.
- Stay calm. If the person is drowsy or unconscious:
 - because of the small risk of 'sudden sniffing death' discourage exertion and keep the person calm
 - remove any solvents and make sure that there is plenty of fresh air
 - make sure they are lying on their side so that if they are sick their vomit won't stop them breathing
 - call a doctor or ambulance if the user is unconscious. (Although the user may recover before the ambulance arrives). N.B. as the College has medical facilities, help should also be sought from the College Medical Centre.

Drug Abuse:

31. If a pupil is behaving in an unnatural way and a member of Staff suspects it is a result of taking drugs, they should immediately escort him/her to the Staff Room.

The Deputy Headmaster/Head of Year/Housemaster/Housemistress should then be informed and they should confer with the House Staff and decide if the situation requires medical involvement. If it does, the pupil should be taken to the Medical Centre and examined by the medical staff and the Headmaster informed.

The pupil should be asked to explain, if possible, how he/she came to be in his/her condition. If the medical staff are not satisfied with the explanation they should inform the School Medical Centre staff.

If it is obvious that a pupil is suffering as a result of taking something and he/she will not admit it, then it may be necessary to take a urine test.

If the pupil refuses to provide samples or the parents refuse to give their permission this could lead to adverse conclusions being drawn.

Random Testing:

32. The school reserves the right to test any child at any time throughout the academic year. Any child failing such a test will be subject to a suspension from school and if subsequent tests prove positive should expect to be asked to leave the school. Test may either take the form of a saliva test or a urine test. The School reserves the right to test any child without having made contact with the parent first, although every reasonable attempt to do so either before or immediately afterwards will be made.

33. Anyone who seeks to interfere in attempting to falsify a sample, or colludes in assisting another in order to falsify a sample, is liable to be excluded (either permanent or temporary depending on the individual circumstances).

34. Sniffer dogs are deployed at least once every term on a random basis around the College premises, including boarding houses, the dining room, common rooms, locker areas, classrooms, and staff and department offices. Typically, an active dog is used to search areas for illegal drugs and traces of illegal substances. In addition, a passive dog is used to detect the presence of drugs and illegal substances in or on pupils. If one of the dogs indicates the presence of drugs, a urine test will be carried out.

Sanctions:

35. The bringing in or use of drugs within the College is regarded as a serious disciplinary offence, as is overtly supporting the use of drugs and illegal substances.

In instances involving the misuse or supply of drugs on the School premises, or during a School activity, the Deputy Head will inform the pupil's parents. The School will carefully consider any such incident individually. It is likely that any pupil/s who are found in possession of or using of illegal drugs will be excluded, either temporarily or permanently.

Those who are in possession or have used a Class A drug, or acted as a source of supply for any type of forbidden substance to any other pupil will almost always be met with permanent exclusion. Each case, however, will be judged on the evidence and information available at the time. Promoting the misuse of drugs amongst other pupils may also be met with permanent exclusion.

Glue sniffing and solvent abuse are also considered to be very serious disciplinary offences and could result in suspension and/or expulsion.

The school community extends beyond the campus. Students of Seaford College may not use, possess or supply these substances at any time; either at School, away from School or during the holiday periods. Offences traced back to the holidays will be treated in the same way as offences that occur during term time.

Circumstances & Conditions:

36. In certain circumstances, and on the Headmaster's sole discretion, a pupil who contravenes the School's policy may be allowed to continue in the School on certain conditions which must be strictly adhered to:

- The pupil must have no previous record of serious breach of the School's discipline in any matter
- The pupil must show due remorse
- The pupil no longer uses drugs
- The pupil must cooperate in identifying sources of supply
- Parents must consent to the School's right to require the pupil to undergo regular testing for drug use
- The student must provide details about when the last took a drug
- Subsequent use, possession or supply of a drug will be cause for immediate dismissal as will other serious breach of School discipline

Personal, Social & Health Education Curriculum:

37. Drugs Education will be taught as part of the PSHE programme in a manner appropriate to the child's level of understanding:

- to enable pupils to make healthy, informed decisions by increasing knowledge and understanding, challenging attitudes and developing communication and social skills
- to provide accurate and appropriate information about substances
- to help pupils develop an understanding for those experiencing or likely to experience substance use/misuse
- to prepare pupils to expect to be presented with the temptations of drug and solvent abuse at any time and develop in them a readiness to resist these temptations themselves and persuade others to do likewise
- to help build a society which shuns the illegal use of drugs.

Information & Support (Drugs)

Pastoral Support:

38. If admitted to the College, offenders will be enrolled on to the College Drugs Testing Programme for the duration of their stay at the College, or until the Headmaster decides otherwise. Pastoral support will be offered, and confidentiality will be ensured.

Pupils may be enrolled on the Drugs Testing Programme on a voluntary basis at either their, or their parents', request; again pastoral support and confidentiality will be provided. If pupils come forward of their own free will then the College may decide, depending upon circumstances, that neither of the first two sanctions should be enforced.

39. Information and External Support

Support must be offered to those involved in any incident. This could be provided by House Staff, Medical Staff, ADFAM.

- **National:**
FRANK (National Drugs Helpline) 0800 776600
 24 hr confidential advice and information line and leaflet provider for parents and young people. www.talktofrank.com

- **Drinkline** 0800 917 8282
National alcohol helpline for anyone who needs information or help about alcohol
- **DRUGSCOPE** 0207 928 1211 www.drugscope.org.uk
Leading substance misuse agency that provide a range of publications and policy guidance.
- **Alcohol Concern** www.alcoholconcern.org.uk
Leading national agency on alcohol providing a comprehensive website and factsheets as well as educational resources.
- **West Sussex Support for Young People**
One to one counselling and support for young people between the ages of 10 – 19 with serious and complex drug and alcohol problems (Tier 3). Also offer support to Tier 1 and Tier 2 workers. T: 01903 230600 F: 01903 219203
www.wsypsms@crinet.co.uk

Drugs Testing Programme

40. The pupils enrolled on the College Drugs Testing Programme are:

- Those readmitted to the College
- Those pupils about whom there are pastoral concerns
- Those pupils who have requested to be enrolled

The programme aims to offer:

- Pastoral support and confidentiality
- Counselling
- Professional advice from healthcare professionals
- Random drug testing, with the cost being borne by the parents

Anyone who seeks to interfere in attempting to falsify a sample, or colludes in assisting another in order to falsify a sample, is liable to be excluded (either permanent or temporary depending on the individual circumstances).

Where reasonable grounds for suspicion exist, the School may carry out a drugs test without notice. Such grounds will include long periods of lethargy, unusual signs of aggression or aggravated failure to cooperate, in addition to intelligence or reports, which give rise to suspicion.

When the Headmaster or Deputy Headmaster(s) decides that a pupil will be tested, the test will be pre-arranged with the Medical Centre. One member of staff as well as the tester will accompany the student to the medical centre, where a sample will be taken in accordance with Drug Testing guidelines. The test result is returned to the Deputy Head(s).

If a student refuses a drugs test they will be externally suspended from the College. If a student voluntarily comes forward or if his/her friends/parents give information that

the student may be involved in drug abuse the student may be tested as outlined in the points above.