

	Policy Name: <b>Drugs, Substances, Alcohol &amp; Tobacco Policy</b>
	Owner: Deputy Head
	Review date: August 2021                      Next Review Date: August 2023
	This policy will be revised as regulations or review demands.

## **Drugs, Substances, Alcohol and Tobacco Policy**

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### **Aim of the Policy**

This Policy aims to prevent the use of drugs and other substances at Mayfield School by giving a clear warning to pupils, parents and staff on the severity with which drug and substance abuse and/or possession are viewed by the School. The Policy also outlines the School's strategies to assist the girls to reject the use of drugs and substances as being entirely detrimental to every aspect of their well-being. In addition it outlines how drug related incidents are managed. There is also a section on the use of tobacco and alcohol in this Policy, aimed at further promoting the health and wellbeing of the girls in our care.

### **Definition of the Terms 'Drugs' and 'Substances'**

This refers to controlled chemicals which, if taken, alter mental and/or physical states. This includes such things as ecstasy, cannabis and cocaine. It also covers 'legal highs', chemicals which can be obtained over the counter at a chemist's shop, for example Xanax; items such as performance enhancing drugs, anabolic steroids, glue and other substances held or supplied for purposes of misuse.

### **Application of the Policy**

Drugs, Substances, Alcohol and Tobacco Policy applies to all of the girls at all times whether or not they are in the care of the School.

The policy regarding the use and supply of illegal drugs also applies to members of staff and, as is stated in the Disciplinary Policy, bringing illegal drugs onto the School site constitutes gross misconduct.

Staff are only permitted to smoke on site in the designated staff smoking area.

### **The Policy**

The possession and use of drugs and substances and of the paraphernalia of drugs and substances are forbidden. The supplying to other girls of drugs and substances and the paraphernalia of drugs and substances are also forbidden. This also applies to the possession and use of tobacco.

Girls are prohibited from bringing alcohol onto School premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School; and/or bringing the School into disrepute for any reason associated with alcohol, whether or not the student is in the care of the School at the time.

These rules also apply to all School trips and visits, whether in this country or overseas, irrespective of whether or not pupils are wearing school uniform at the time.

### **Alcohol, Tobacco and Vaping**

We do not allow girls to bring alcohol or tobacco, including e-cigarettes, onto the school premises.

The Life Skills programme at Mayfield School focuses upon the potential risks from excessive consumption of alcohol and the risks of smoking.

They concentrate on teaching the importance of girls making healthy, informed choices. The programmes involve pupils of all ages and continue throughout the girl's time at the School. This extends across the curriculum, involving Life Skills and Science lessons.

Girls can discuss their individual worries about drinking and smoking with their Tutor, Head of School or any member of staff. They can also refer themselves to the Health Centre for individual guidance, without fearing sanctions or adverse report.

We will offer wine to parents and guardians at certain formal events, including plays and concerts to which they are invited.

We believe that pupils in the Sixth Form should learn that the moderate consumption of alcohol has its place in our civilisation when accompanied by food and lively conversation. We therefore offer limited quantities of wine and beer (but never spirits) to members of the Sixth Form on set occasions and under the supervision of a member of staff. Soft drinks are always available at such events. Younger pupils are not allowed alcohol.

Counselling might be suggested where we have reason to believe that a girl has issues with either alcohol or tobacco, for example, when there are repeated infringements.

### **Drugs Education**

Within the Life Skills programme, and the Biology curriculum, the School provides a comprehensive drugs education curriculum for all pupils. The curriculum aims to provide all pupils with the knowledge, attitudes and skills to be able to make the right decisions about drugs. This curriculum is reviewed each year. Throughout their school career pupils can expect to encounter drugs education topics on a regular and progressively more detailed level.

### **Testing for Drugs**

The School reserves the right to test a pupil who is suspected of having taken drugs or abused substances (including alcohol).

### **Sanctions**

Any breach of the Policy will result in a sanction being imposed in line with the School's Rewards and Sanctions Policy.

The normal sanction in the case of a pupil who has deliberately brought illegal drugs onto the school premises or has supplied drugs, whether on or off the school premises, is permanent exclusion.

The possession or use of illegal substances by any adult employed by the School is gross misconduct.

A pupil who is found to have used drugs or who is in possession of drugs on or off the school premises must expect to be permanently excluded. However, depending on the circumstances, temporary exclusion may be applied. In the case of a repetition of the offence, permanent exclusion is the sanction imposed.

Smoking, including vaping, is banned in School, anywhere on site and whilst girls are in uniform. For girls under the legal age this could result in suspension.

- Girls caught smoking will receive support in the form of rehabilitation from the Health Centre
- 1<sup>st</sup> offence - £25 fine and letter home
- 2<sup>nd</sup> offence - £50 fine and immediate telephone call to parents. For boarders, some form of 'gating' will be imposed. Day girls will report in break and lunchtime to a Form Tutor or senior member of staff
- Girls will also carry out some form of community service.
- A further offence could incur a fixed period of exclusion from school.

This means that any girl caught smoking (or vaping) anywhere in School, should expect these sanctions to be imposed. Any girl caught in the company of smokers should also expect the same sanction. Anyone caught smoking (or vaping) in the village should recognise that this is not only contravening school rules but also behaving in a way that reflects negatively upon the School as a whole, and therefore can expect a stronger sanction to be employed.

Anyone caught smoking in the School buildings is additional posing a very serious safety risk and can expect that stronger sanctions, including suspension would be appropriate.

- This also applies to girls who have evidently been smoking or in the company of smokers (e.g. when smelling strongly of tobacco smoke), or in possession of smoking materials.

The School's smoking policy also applies to the use and possession of e-cigarettes.

### **Confidentiality**

Pupils are encouraged to talk in confidence to any member of staff about a drug-related problem or incident. Matters brought to attention by a girl or her parent before the School is aware of any misdemeanour will be exempted from disciplinary sanctions, unless to do so would fail to adequately safeguard other pupils. The welfare and pastoral care of the girls are the central concern. However any pupil suspected of involvement with drugs or substances outside such a context will face the full disciplinary consequences.

Confidentiality in respect of pupils, however, remains conditional because there may be statutory obligation to take action, e.g. in the case of possession of a class A drug; and/or a safeguarding obligation where it is believed that the pupil concerned is at risk to herself or others. Staff are operating under a professional code with a duty of care towards all pupils. It is School Policy that the Headmistress must be informed of all drug-related incidents.

### **Reporting and Investigation**

Every complaint or report of involvement with drugs and substances is put before the Headmistress who undertakes preliminary investigation.

Parents or guardians will be notified as soon as practicable. Opportunities will be made for the parents of pupils found to be involved in substance abuse to obtain support and guidance concerning drugs.

If permanent exclusion in the form of expulsion is to be considered, then the Headmistress will consult the Chair of Governors.

Parents will be informed that they have a right of appeal against expulsion.

### **Searches**

Searches will be carried out in line with the School's **Search and Confiscation Policy**.

Whilst the School will usually try to obtain consent for a search to take place, when there are reasonable grounds for suspecting that the pupil may have a prohibited item, the Headmistress may authorise a search without consent. Prohibited items include alcohol, tobacco and illegal drugs and other dangerous substances.

Illegal or controlled drugs, or stolen items would be handed over to the police.