



**ALDENHAM FOUNDATION**

**SMOKING, ALCOHOL AND MISUSE  
OF DRUGS POLICY**  
**(Annex to the Behaviour Policy)**

**Reviewed June 2022**  
**by the Deputy Head - Pastoral and Co-curricular (EEM)**

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## Scope

This policy applies to the whole School including the Early Years Foundation Stage (EYFS).

This policy applies to all pupils at the School and at all times when a pupil is:

- in or at School;
- representing the School or wearing school uniform;
- travelling to or from School;
- on school-organised trips; or
- associated with the School at any other time.

This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or wellbeing of a member of the School community or a member of the public;
- have repercussions for the orderly running of the School; or
- bring the School into disrepute.

This policy applies to the possession, use, consumption and/or supply of tobacco, alcohol, drugs and substances.

This policy should be read in conjunction with the following School policies:

- Behaviour Policy
- Safeguarding Policy
- Educational Visits Policy
- Parent's Contract, Terms and Conditions

## Definitions

**Alcohol** means intoxicating liquor of all descriptions (including beer, cider, alcopops, wine and spirits).

**Drugs and substances** means:

- Any dangerous, controlled or classified drug or steroid (unless prescribed and notified to the School Health Centre)
- Any 'legal highs' or 'legal drugs' which can be obtained from a chemist shop. This category may include any substances which affect or claim to affect pupil behaviour or performance
- Any psychoactive substances or other substance that is intended to be used to achieve an altered state or 'high' rather than for its prescribed usage (examples may include Nitrous Oxide, solvents, glues, aerosols, nutmeg etc)
- Any drug paraphernalia (including the materials to roll cigarettes)
- Any substances intended to resemble drugs
- Any other substances held or supplied in each case for purposes of misuse

**Tobacco** means any tobacco-related product and paraphernalia including tobacco, lighters, cigarettes, cigar, pipes and any other smoking related products. Any suspicion that tobacco has been used in conjunction with any controlled substance will be dealt with in line with the drug procedures outlined in this policy. For this reason, possession of the materials to roll cigarettes will be dealt with in line with the Drugs procedures.

**Nicotine products** are those intended to provide the effects of nicotine or to replace the effects of smoking. The Foundation accepts that these can be used as a means to reduce addiction to tobacco as part of a drive to stop smoking. The use of patches can be allowed but must be notified to the School Health Centre and monitored in the same way as any other medication used by pupils while at School. The use of vaping equipment or electronic cigarettes for this purpose is strictly forbidden and will be dealt with in line with the School's drug's procedures outlined in this policy.

**Vaping** is a term that describes the use of any equipment designed to administer substances into the body in a gaseous form (excluding inhalers which have been prescribed to asthmatic pupils and registered with the School Health Centre). It includes the use of electronic cigarettes, vape pods, e-liquid, e-cig tanks, shisha pipes, bongs or any vaping accessories. Vaping in any form is strictly forbidden anywhere on the School sites and will be dealt with in line with the School's drugs procedures detailed in this policy.

**Biological sample** means a sample of breath, saliva, hair or urine provided by pupil in accordance with the procedures set out in this policy.

## **Introduction and Aims**

This policy covers Smoking, Alcohol and the Misuse of Drugs. Tobacco and alcohol could also be considered categories of 'drugs and substances' as defined above. However, the Foundation has separated them out for consideration due to their legal use in the UK by adults. Technically, the use of e-cigarettes and vaping equipment could be argued to fall into the same category. However, it is the experience of staff that it is very difficult to separate types of 'vaping' from one another. The School has particular concerns about the dangers of vaping THC and will, therefore, treat all vaping on site as dangerous and illegal in the first instance.

The aims of this policy are to:

- Safeguard the children in the care of the Foundation
- Promote safety, welfare and good physical and mental health
- Promote a mature and moderate approach to the use of alcohol
- Reduce the risk of alcohol-induced misconduct in and out of the School
- Prevent smoking and the misuse of drugs and substances in and out of the School
- Keep drugs out of the School.

## **Education and pastoral care**

The School provides a planned programme of Life Matters (PSHE) including the problems connected with smoking, alcohol, drug and solvent misuse. This programme contains factual information concerning the health issues and includes the opportunity to discuss aspects connected with smoking, alcohol, drug and solvent misuse. The School's Medical Officer and Health Centre assist in this programme and are able to give tobacco, alcohol, drug and solvent misuse advice to those for whom this is a particular problem.

The programme includes education on the following important issues involved:

- The effect and risks associated with alcohol and tobacco in relation to their health and well-being and the law.
- The use of illegal drugs is or may be a criminal offence and will be harmful to their health, integrity, independence, opportunities and careers and will damage the society in which they live.

The Foundation accepts that it is part of its professional responsibility to provide support and counselling for any pupils who have a problem with tobacco, alcohol, drug or solvent misuse: at the same time it will take any disciplinary or other appropriate action to maintain the safety of the community. The possession or use of any illegal substance or misuse of prescription medication at the Foundation by pupils is not permitted. When pupils are found to be using banned substances serious sanctions would normally apply (e.g. external suspension for first offence, expulsion for second offence or for supply).

The School encourages pupils to discuss in confidence (subject only to the safeguarding responsibilities of the School, and all staff) any anxieties they may have about use of tobacco, alcohol or drugs and substance abuse with a member of staff or the School Counsellor.

Matters brought into counselling by a pupil or his/her parents, in circumstances which are judged by the Head of Senior School and the DSL to be genuine, will be 'ring-fenced' from disciplinary sanctions, but a pupil who contravenes this policy will face disciplinary action.

## **Safeguarding pupils in relation to smoking, alcohol and drugs use by adults**

### **Smoke Free Policy**

The School operates a smoke free policy within its buildings, grounds and vehicles (with the exception of the gated 'smoking area', adjacent to the catering bins, which is available to staff but not pupils).

The total smoking ban applies to the whole School community including pupils, employees, volunteers, parents, visitors, members of the public and others working in or using the School's premises or vehicles.

### **Parents**

If parents attending School premises appear to be under the influence of drugs, or appear to be drunk, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead (DSL).

If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, the member of staff should report the matter to the DSL who may telephone the police.

If the DSL reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

### **Staff**

If any staff on School premises appear to be under the influence of drugs, or appear to be drunk, they will immediately be relieved of any duties involving the supervision of pupils. They will be supervised by other staff to ensure they do not have further contact with pupils, and/or escorted from School premises. The matter will be referred to the Head of Senior School and notified to the DSL. See Staff Code of Conduct for further details.

## **Investigation**

Every complaint, allegation, rumour or observation of pupil behaviour in relation to tobacco or alcohol or involvement with drugs and substances will be followed up and investigated in accordance with this policy and the procedures set out in the School's Behaviour Policy.

## **Searches for tobacco, alcohol, drugs and substances**

A pupil may be searched without his/her consent for tobacco, alcohol, drugs or substances in accordance with the School's policy on searching and confiscation (see the procedures set out in the Search Policy).

The School may also conduct a search of the buildings and grounds for drugs by members of staff, a 'sniffer-dog' or equivalent. In such circumstances, a member of the Senior Leadership Team (SLT) or a Housemaster/Housemistress (HSM) may confiscate and search a bag, container or case, providing:

- Another member of staff is present;
- The search is conducted by the member of SLT/HSM and observed by the other member of staff;
- There are reasonable grounds for suspicion – these include changes in behaviour or rumour/comment overheard by a member of staff; and
- The pupil and parents are subsequently informed of the action taken, reasons, and consequence by the Head of Senior School.

## **Alcohol Protocols**

The consumption of alcohol is forbidden for all pupils in Years 9-11 when on the school site, on a school trip and any other occasions detailed as within the scope of this policy. There are significant sanctions for bringing drink into Houses or consuming alcohol at any other times than those allowed for Sixth Form students. Sixth Formers are allowed to consume limited drink, with food served, in specified locations and at specified times only (as detailed below). The School takes the view that this can encourage pupils to be responsible for themselves and others by drinking in moderation and in a controlled way.

The School does not allow Sixth Form pupils to possess or consume alcohol on site, on a school trip and any other occasions detailed as within the scope of this policy without permission/supervision of a member of staff.

## **Spirits**

The consumption of spirits is strictly forbidden by all pupils when at school, on a school trip and any other of the occasions detailed as within the scope of this policy. Pupils who are involved with spirits can expect to be suspended on the first occasion. Staff are never permitted to allow pupils to drink spirits while at school, including at the Leavers Ball.

## **Sixth Form Bar**

A member of resident staff is appointed to run the Sixth Form Bar (Bar Manager).

Membership of the Sixth Form Bar is open to pupils in Years 12 and 13 who are full or flexi boarders.

The bar operates 21:00 – 22:00 on Tuesday and Thursday evenings during term time.

Alcoholic drinks are not sold in the Sixth Form Bar. The School will provide full and flexi boarding members of the Sixth Form Bar with food (normally pizza) and a maximum of 1 alcoholic drink (beer, cider or wine) and 1 soft drink or 2 soft drinks without charge.

The Bar Manager administers a system to ensure that these amounts are not exceeded.

## **Serving alcohol to Sixth Form pupils at School events and in Houses**

Sixth Form pupils may be offered alcohol by staff under the following circumstances:

- The Housemaster/Housemistress (HSM) has received parental permission that the Sixth Form pupil may be offered alcohol.
- The Head of Senior School has given permission in advance and the protocols agreed. Examples of typical events are the Sixth Form Dinner, Les Philosophe Garden Party or Boarders' suppers (the Headmaster and HSMs do not need to seek permission.)
- The only alcoholic drinks which may be consumed are beer (lager or bitter), cider or wine.
- The alcoholic drinks are served by the member of staff who is the host – pupils must not be allowed to serve themselves.
- The amount of alcohol served is limited (a maximum of two drinks).
- There is no chance of access to alcohol by pupils below the Sixth form.
- Alcohol is served as an accompaniment to food and not without food.
- Non-alcoholic alternatives are also made available

Pupils should never be present in the private accommodation of staff with the exception of the HSMs' 'private side' of their Boarding Houses or in the home of the Headmaster.

It is the responsibility of the host member of staff to ensure that such occasions are sober and restrained.

Any alcohol consumed by staff must be in accordance with the Staff Code of Conduct and the Safeguarding Policy.

## **Alcohol on School Trips**

The Trip Leader will decide if alcohol is to be permitted on a school trip. The consumption of alcohol on any trips must always abide by the laws of the land in which the residential trip is taking place.

On trips, members of the Sixth Form may drink alcohol responsibly if the following conditions are met:

- The parents have given written permission in advance of the trip.
- It has been sanctioned in advance by the Educational Visits Co-ordinator (EVC).
- The student is only offered alcohol as an accompaniment to a meal (or at a bar if over 18) whilst given permission by, and under the supervision of, a member of staff.
- No more than two drinks are consumed per student, and they must be wine or beer (not spirits).

The permission to drink alcohol is a privilege (and not a right) which can be withdrawn by any member of staff at any time.

No pupils below the Sixth Form may drink alcohol on a School Trip.

This protocol is included in the Educational Visits Policy.

### **Sanctions for Alcohol Misuse**

If a pupil is caught in School in possession of alcohol or has consumed alcohol on or off site without permission, and subsequently returned to school, the following sequence of sanctions will apply:

The first offence will be dealt with by the Deputy Head – Pastoral & Co-curricular (DHPC) and it is likely that the pupil will be externally suspended from School. Repetition of the offence will be dealt with by the Head of Senior School and is likely to lead to the pupil being required to leave the School. Any pupil found supplying alcohol to others will be externally suspended from School and may face permanent exclusion depending on the circumstances.

The School does not currently breathalyse pupils or engage in any form of testing for alcohol use.

### **Tobacco and Vaping Protocols**

Smoking cigarettes, pipes or cigars is forbidden for all pupils when on the school site, on a school trip and at any other occasions detailed as within the scope of this policy.

Vaping and possession of vaping related products is forbidden and will be dealt with in the same way as misuse of drugs.

Possession of any of the above or of associated items such as lighters will be treated in the same way as actual smoking or vaping offences.

Pupils associated with or presence on occasions when smoking or vaping has occurred will be assumed to have participated and sanctioned in the same way.

**Pupils who possess or use tobacco or vapes in the School or are in possession of smoking/vaping related products, or found in the presence of others smoking or vaping will be externally suspended for a minimum of 2 days for the first offence and required to leave the School for the second offence.**

### **Drug Misuse Protocols**

For the purpose of this policy, the Foundation does not distinguish between pupils selling or distributing drugs/drug related paraphernalia and those passing off 'harmless' products as drugs e.g. pupils attempting to sell or distribute dried herbs as marijuana or chocolate brownies purporting to contain cannabis. Such actions will result in permanent exclusion.

Anyone possessing or using drugs, whether at School or outside School, during the school term or holidays, and any other occasions detailed as within the scope of this policy must also expect to be expelled in accordance with the School's Behaviour Policy. It is important for pupils to understand that this includes all forms of 'vaping' due to the dangers associated with the vaping of THC (the psychoactive ingredient in cannabis) and the difficulties in differentiating between substances used in vaping.

It is not uncommon when obtaining drugs or legal highs for individuals to pool money and subsequently for one or two individuals to obtain the drugs. **In such instances those individuals who handle the money and obtain the drugs are considered to be supplying drugs to others.**

## **Sanctions for Drug Misuse**

When the Headmaster concludes (either through evidence or admission) that a pupil has supplied or sold illegal substances (including drugs, tobacco and vaping related products) or prescription medication to other pupils, within or outside School, that pupil will face permanent exclusion. The School operates a “zero tolerance policy” in this respect. This applies even if the pupil is about to sit public examinations.

In the School’s Terms and Conditions (to which every parent agrees when joining Aldenham) it is clearly stated that:

6(b) “We may undertake drugs testing of your child. The School may undertake drugs testing of pupils in accordance with its drugs policy as set out in the Behaviour Policy. The drugs policy had been adopted with the aim of safeguarding the health and safety of all pupils.”

In support of this (and in some cases to dispel suspicion) the School operates a non-random drug testing policy. We do not at present have, and have no current intention of running, a random testing policy.

If it is necessary to take any samples this will be carried out in confidence, by medical personnel. Pupil and parental permissions are always sought in such matters but a refusal to provide a sample may carry with it a suggestion of guilt. In that situation, the Headmaster would take a view based on the evidence leading to the suspicion, and the evidence gathered.

## **Procedure for dealing with a drug found on the school site**

### **Disposal of a controlled drug:**

The law permits school staff to take temporary possession of a substance suspected of being a controlled drug. The drug should be placed in a sealed bag and then in a locked cupboard. This procedure should be witnessed by a member of staff. Members of staff who come into contact with any substance should always put on a pair of latex gloves as some substances can be absorbed through the skin.

The police should be informed and will collect the sealed bag at the earliest opportunity. Any medicines should be returned to a pharmacy for disposal.

Staff are asked to adhere to the following:

- Do not flush any drugs down the toilet or throw them in the bin.
- Find a witness to assist.
- Take possession of the substance without having skin contact.
- Inform the DHPC or Head of Senior School and attempt to identify drug. Advice can be obtained from the School Health Centre.

- The School has no legal obligation to disclose the identity of a pupil involved in a drug related offence. The school can choose to deal with the incident internally. However, police expect to be informed if a pupil is found to be involved in supply or if Class A drugs are involved.