



**ALDENHAM**  
— SCHOOL —

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

**Reviewed October 2024**  
**Deputy Head Pastoral**

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## Scope

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

This policy applies to all students at the School and at all times when a student 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 students 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
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Parent's Contract, Terms and Conditions
- Searching, Confiscation and Screening Policy

## Definitions

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

**Drugs and substances** mean:

- 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 shop or online. This category may include any substances which affect or claim to affect student 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, snuss, 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 students while at School. The use of vaping equipment or electronic cigarettes for this purpose is strictly forbidden and will be dealt with as 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 students and registered with the School Health Centre). It includes the use of electronic cigarettes, vape pods, e-liquid, e-cig tanks, shisha pipes, bongos or any vaping accessories. Vaping in any form is strictly forbidden anywhere on the School sites and will be dealt with in line with this policy.

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

## **Introduction and Aims**

This policy covers Smoking, Alcohol and the Misuse of Drugs. Tobacco, tobacco vapes, 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 over the age of 18.

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 delivers a planned programme of PSHE including the problems connected with smoking, vaping, 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 Nurse supports this programme and is 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 has a professional responsibility to provide support and counselling for any students 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 students is not permitted. When students are found to be using banned substances, serious sanctions would normally apply.

The School encourages students 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 student or his / her parents, in circumstances which are judged by the Head and the DSL to be genuine, will be 'ring-fenced' from disciplinary sanctions, but a student who contravenes this policy will face disciplinary action.

## **Safeguarding students 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 students).

The total smoking ban (with the exception of the above designated area for staff) applies to the whole school community including students, 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 safeguarding and 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 students. They will be supervised by other staff to ensure they do not have further contact with students, and / or escorted from school premises. The matter will be referred to the Head and the DSL notified. See Staff Code of Conduct for further details.

## **Investigation**

Every complaint, allegation, rumour or observation of student 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 student may be searched without his / her consent for tobacco, alcohol, drugs or substances in accordance with the School's policy on searching, confiscation and screening (see the procedures set out in the Searching Confiscation and Screening Policy).

The School may also conduct a search of the buildings and grounds for drugs by means of a 'sniffer-dog' or equivalent. In such circumstances, a member of SLT or the Safeguarding Team may confiscate and search a bag, container or case, providing:

- Another member of staff is present;
- The search is conducted by a member of SLT and minuted by the other member of staff;
- There has been a clear indication of suspicion of this bag, container or case; and
- The student and parents are subsequently informed of the action taken, reasons, and consequence by the Head or the Deputy Head Pastoral (DHP)

## **Alcohol Protocols**

The consumption of alcohol is forbidden for all students in Years 7-11 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 Form students 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 is part of an educative process encouraging students to be responsible for themselves and others by drinking in moderation and in a controlled way.

The School does not allow Sixth Form students 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 students when at school, on a school trip and any other of the occasions detailed as within the scope of this policy. Students who are involved with spirits can expect to be suspended on the first occasion. Staff are never permitted to allow students 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 students in Years 12 and 13 who are full or flexi boarders.

The bar operates 21:00hrs – 22:00hrs 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 2 drinks without charge - 1 of which may be alcoholic (beer or cider) or both may be soft drinks.

Drinks are beer, cider and soft drinks. Additional soft drinks may be provided at the discretion of the Bar Manager.

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

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

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

- The Housemaster / Housemistress (HSM) has received parental permission that the Sixth Form student may be offered alcohol

- The Head 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 Head 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 – students must not be allowed to serve themselves
- The amount of alcohol served is limited (limited to one alcoholic drink – a beer / cider or glass of wine). The amount of alcohol is limited to; one alcoholic beverage for Year 12 students, and two alcoholic beverages for Year 13 students.
- There is no chance of access to alcohol by students below the Sixth form

Students should never be present in the private accommodation of staff except for the HSMs' designated public or shared spaces in their Boarding Houses.

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 and Child Protection 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 at a meal or in a bar, whilst given permission by, and under the supervision of, a member of staff
- No more than one alcoholic drink is consumed per student, and they must be a small glass of wine, cider 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 students 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 student 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 (DHP), it is likely that the student will be externally suspended from School. Repetition of the offence will be dealt with by the Head and is likely to lead to the student being required to leave the School. Any student 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 students or engage in any form of testing for alcohol use.

## **Tobacco Protocols**

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

Possession of any of the above or smoking and vaping paraphernalia will be treated in the same way as actual smoking offences.

Students associated with or presence on occasions when smoking / vaping is occurring will be assumed to have participated.

## **Sanctions for Smoking**

When a student is found to be using tobacco, vaping or in possession of related products the following sequence of sanctions will normally apply:

Normally a first offence would be dealt with by the HSM in discussion with the DHP, resulting in an internal or external one day suspension.

If a student is caught smoking or in possession of smoking related materials twice in one term, it is likely they will be required to serve a two-day external suspension. Persistent offenders will be dealt with by the Head. Such a breach of major School rules is viewed extremely seriously leading to temporary and ultimately permanent exclusion.

## **Drug Misuse Protocols**

For the purpose of this policy, the Foundation does not distinguish between students selling or distributing drugs / drug related paraphernalia and those passing off 'harmless' products as drugs e.g. students attempting to sell or distribute dried herbs as marijuana or chocolate brownies

purporting to contain cannabis. Such actions are likely to result in an external suspension or, in extreme cases, 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 students to understand that this includes the vaping of THC (the psychoactive ingredient in cannabis).

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 Head concludes (either through evidence or admission) that a student has supplied or sold illegal substances or prescription medication to other students, within or outside school, that student may face permanent exclusion, at the discretion of the Head. The School operates a "zero tolerance policy" in this respect. This applies even if the student 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 students in accordance with the Smoking, Alcohol and Misuse of Drugs Policy. The policy had been adopted with the aim of safeguarding the health and safety of all students."

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. Student 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 Head 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 staff colleague. 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 DHP or Head 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 student involved in a drug related offence. The school can choose to deal with the incident internally. However, police expect to be informed if a student is found to be involved in supply for profit or if Class A drugs are involved