



St Swithun's

WINCHESTER

ST SWITHUN'S SCHOOL

SMOKING, ALCOHOL AND DRUGS POLICY

Policy History	
Reviewed and updated	September 2023
Date of next review	September 2024

Reviewed by:

Graham Yates, Deputy Head pastoral, September 2023

Jane Gandee, Headmistress, September 2023

Alice Ludlow, Head of Boarding, September 2023

Education Committee, October 2023

St Swithun's School is committed to promoting the well-being and health and safety of the members of the school in addition to meeting the pastoral needs of its pupils and will take action where necessary to safeguard individuals.

St Swithun's School supports the following aims in terms of its pupils:

- To enable pupils to make healthy and well-informed choices by developing and practising decision-making skills, challenging attitudes and increasing knowledge;
- To provide accurate information about drugs, alcohol, tobacco and other substances;
- To develop pupils' knowledge and understanding about relevant health and social issues;
- To develop pupils' awareness of sources of personal support;
- To develop pupils' understanding about the implications and potential consequences of the use of drugs, alcohol, tobacco and other substances.

These aims are met through the PSHE (Thrive) programme which is appropriate to the age and stage of development of the pupils. In addition, it will be reinforced in the teaching curriculum, by house staff and through a range of visiting speakers. The health centre staff also play an active role in promoting awareness of the risks involved and will offer appropriate medical advice.

Pupils can discuss their individual worries about drinking and smoking with their house master/mistress, form tutor, head of year, or any other member of staff. They can also refer themselves to the health centre, the chaplain or school counsellor for individual guidance, without fearing sanctions of adverse report.

Parents and guardians are invited to information evenings in order to promote the well-being of pupils. All members of staff have a responsibility to act as good role models in such matters.

CONTEXT OF THE POLICY

This policy should be read in conjunction with:

- aims and ethos of the school;
- curriculum policy;
- behaviour, rewards and discipline policy;
- health and safety policy;
- safeguarding policy;
- medicines policy;
- off-site activities policy.

STAFF WITH KEY RESPONSIBILITIES FOR DRUGS

The designated member of staff who will oversee and coordinate drug-related issues is the deputy head pastoral.

DEFINITIONS AND TERMINOLOGY

The definition of a drug used at St Swithun's School is:

A substance people take to change the way they feel, think or behave.

This includes:

- All illegal drugs for example, cannabis and amphetamines (under the Misuse of Drugs Act 1971) and others, for example, ketamine and nitrous oxide (under the Psychoactive Substances Act 2016);
- Drugs which are misused to enhance performance for example, steroids;
- Some legal drugs such as, alcohol, excessive amounts of caffeine and tobacco;
- Some over-the-counter drugs and prescription drugs.

Note: this is not an exhaustive list

The Psychoactive Substances Act 2016 includes substances which are capable of having a psychoactive effect. A psychoactive effect is something which affects a person's mental functioning or emotional state by stimulating or depressing their nervous system.

The substances exempted from this are:

- food
- medicinal products (defined by Human Medicines Regulations 2012)
- alcohol
- controlled drugs
- nicotine and tobacco products
- caffeine

POLICY and MANAGEMENT OF INCIDENTS

Smoking / Vaping

The whole school and its grounds is a non-smoking environment. Pupils are not allowed to bring tobacco, cigarettes, e-cigarettes/vapes or other smoking paraphernalia such as lighters into the school environment. These rules also apply to school trips and visits, whether in this country or overseas, irrespective of whether or not pupils are wearing school uniform at the time.

Any girl found smoking (including vaping) in the school grounds will be reported to her housemistress/master, head of boarding, head of year, the deputy head pastoral or the headmistress. **Please note that students found in the presence of smokers, smelling of**

smoke or purchasing smoking paraphernalia for other students will be treated in the same way as those who are caught smoking.

The housemistress, deputy head pastoral or headmistress will contact the parents at the earliest opportunity.

Students infringing these rules will:

- have their free time curtailed; gated during the week or weekend
- be required to do school-based community service during curtailed time
- lose their positions of responsibility, if they have them, either temporarily or permanently.

Students caught smoking/vaping in the school buildings will be required to see the headmistress and may be suspended.

Repeat offenders will be required to see the headmistress and may be suspended. They will be required to see the Health Centre for assistance with giving up smoking.

Alcohol

This policy covers obtaining, consuming, and supplying alcohol.

Pupils are not allowed to bring alcohol onto the premises. The consumption of alcohol by students (except in certain controlled circumstances –see below) is absolutely forbidden. 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. Any instance must be reported to the housemistress/housemaster, head of year, head of boarding and headmistress or deputy head pastoral.

If a member of staff has reason to believe that a girl has drunk alcohol without permission, they may contact the headmistress, deputy head pastoral or head of boarding for permission to breathalyse the girl.

In the event of a breach of these guidelines on alcohol or should a breath test prove positive, the girl's parents will be notified and the headmistress will normally suspend the girl. In addition, a pupil may be referred for counselling where, for example, there are repeated infringements or evidence of serious underlying concerns or problems.

All alcohol offences will be reported to parents. Evidence of alcohol being brought onto site or consumption, will be enough to attract a disciplinary sanction; normally one day temporary exclusion.

For alcohol offences, the School reserves the right to telephone parents and ask them to collect their child immediately.

Drugs

It is the School's policy that possession, use or supply of drugs is forbidden.

The School is committed to promoting a healthy, safe environment in which good citizenship and respect for the law can flourish. It is important to deliver a clear, consistent moral framework that promotes the integrity of our community, and gives all pupils the understanding and self-confidence to reject illegal drugs and potentially harmful substances. A key element of this policy is the drugs education programme that pupils receive both through the PSHE programme (Thrive) and presentations by visiting speakers.

The school cannot accept as an excuse that the misuse of substances happened outside school if it brings the school into disrepute, or that there is evidence that the person is affected whilst in school.

At St Swithun's School, the possession, let alone use, of drugs is illegal; and as with any other kind of substance abuse, it will not be tolerated. These rules also apply to school trips and visits, whether in this country or overseas, irrespective of whether or not pupils are wearing school uniform at the time. Any instance must be reported immediately to the headmistress or deputy head pastoral.

If a pupil voluntarily identifies herself as a drug user and asks for help, every effort will be made to support her as she attempts to change. This may involve random drug testing.

If a student is found in possession of a drug or suspected drug

Where a member of staff finds a student in possession of a suspected controlled drug, that member of staff should:

1. Either confiscate the substance (in front of a witness, if possible) and isolate the student, or isolate the student with the substance and accompany the student to the deputy head pastoral or the head of boarding. In either case the student must be supervised at all times by a member of staff.
2. In the presence of a witness, if possible, the deputy head pastoral or the head of boarding should put the substance in a suitable sealed container. The container should be accompanied by a description of the circumstance in which the substance was confiscated.
3. The deputy head pastoral and/or the head of boarding will seek police advice for analysis and disposal. The container should be securely stored in the health centre prior to disposal.

In order to safeguard themselves, staff should record the time, place and circumstance of the substance coming into their possession. The substance must never be kept on the person of the member of staff, nor in a place of their own safe keeping.

If a drug or suspected drug is found on school premises or on a school activity / trip

Where a member of staff finds a suspected prohibited substance on school premises, they should:

1. Take possession of the substance, taking note of the safeguarding advice above.
2. Follow steps 1 to 3 above.

If this occurs on a school trip the student may be sent home at the parents expense.

If a member of staff suspects a student of being under the influence of a prohibited substance

In these circumstances, the deputy head pastoral must be informed and medical advice sought. The Headmistress may require the student to submit to testing for drugs (see drug testing of students below)

The school has a duty to investigate any rumours, 'intelligence' or evidence about involvements in illegal drugs. The school reserves the right to carry out a search of a student's accommodation, possessions, or person. Such a search will generally be undertaken with the consent of the student and with the student themselves present, but there will be circumstances where this cannot be the case in the interests of the whole school community. The headmistress and staff authorised by her may search a pupil or a pupil's possessions without their consent where they have reasonable grounds for suspecting that a pupil has drugs or substances in their possession. The guidance outlined in the DFE publication [Searching, screening and confiscation: advice for schools](#) (September 2022) will be followed.

Drug testing of students

A biological sample (usually urine) may be required if there are reasonable grounds to suspect a student is taking drugs. Erratic behaviour, persistent poor work or any other unusual or uncharacteristic signs may constitute reasonable grounds, according to the individual case. A refusal to complete the testing procedure will be treated as an admission of involvement with drugs. Reasonable endeavours will be made before a drugs test is conducted, to notify a parent, or guardian, of the requirement for a drugs test and the reasons for that requirement. Parents or guardian have the right to be present when the biological sample is collected provided they can attend within a reasonable time frame. The cost of the test will be borne by the School, unless the test proves positive, in which case it will be met by the parents.

In the event of needing to undertake a drug test parents and student will receive an outline of the procedure to be followed.

The school will inform the student and the parents/carers of the outcome of the testing as soon as the results are received.

Any further action deemed necessary will take into account the individual circumstances of the student / incident and will proceed in accordance with the school's behaviour policy. An outline of the most likely sanctions can be found below.

Sanctions

In addition to the sanctions below, please refer to the Behaviour, Rewards and Sanctions policy.

1. The normal sanction for selling or distributing drugs or actively encouraging possession or consumption of drugs will be expulsion.
2. Anyone possessing or consuming drugs whilst under the school's jurisdiction should expect to be expelled.
3. Those who test positively to drugs can also expect to be expelled. Refusal to take a test will allow the School to draw certain inferences from that refusal, resulting in likely expulsion.
 - There may be mitigating circumstances in some cases, in which case, they will be carefully considered.
 - The headmistress will normally consult the police about possession, consumption or supply of an illegal drug, as there is the possibility that this may be a criminal offence.
4. Where it is known that involvement with drugs is taking place outside school, the school is in possession of information which may be considered criminal and will therefore normally result in the following actions:
 - Discussion with pupil
 - Contact with parents about what is being said;
 - Requirement that the pupil should be tested for drugs;
 - Discussion of the matter with the police;Any subsequent involvement with drugs, including a positive test result, is likely to result in expulsion.
5. All those on a random testing regime will be offered counselling

Pupils will always be encouraged to take the help and support offered by a range of agencies as part of a rehabilitation programme.

Drugs Education

Alcohol, smoking and drugs education forms a key part of our PSHE programme. Students and parents also have access to information and guidance the The Wellbeing Hub, the parent portal and the student wellbeing website. We also have regular input on Drugs and the law from Bob Tait.

FRANK is a national anti-drug advisory service intended to reduce the use of both legal and illegal drugs by educating teenagers and adolescents about the potential effects of drugs.

Their website is: www.talktofrank.com

Appendix 1 Drug or solvent misuse: recognising the signs

Early detection of drugs misuse is extremely important as it is easier for action to be taken to prevent the young person's further misuse of drugs. Therefore, staff need to be vigilant, particularly when they are in charge of activities which take groups of young people away from the school premises.

The following signs may indicate that individuals or groups of young people are misusing drugs:

Warning signs in individuals

- Changes in attendance, being unwilling to take part in school activities
- Decline in performance in schoolwork
- Unusual outbreaks of temper, marked swings of mood, restlessness or irritability
- Reports from parents that more time is being spent away from home, possibly with new friends or with friends in older age groups
- Stealing money or goods
- Excessive tiredness without obvious cause
- No interest in physical appearance
- Sores or rashes, especially on the mouth or nose
- Lack of appetite
- Heavy use of scents to disguise the smell of drugs
- Wearing sunglasses at inappropriate times to hide dilated or constricted pupils

Warning signs in groups

- Regular absence on certain days
- Being the subject of rumours about drug taking
- Talking to strangers on or near the premises
- Use of drug takers slang
- Exchanging money in or other objects in unusual circumstances
- Associating briefly with older person not normally part of the group

Objects that may indicate drug use

- Foil containers or cup shapes made from silver foil, perhaps discoloured by heat
- Metal tins
- Spoons discoloured by heat
- Pill boxes
- Plastic, cellophane, or metal foil wraps
- Small plastic or glass phials or bottles; silver canisters
- Twists of paper
- Sugar lumps
- Syringes and needles
- Cigarette papers and lighters
- Spent matches
- Cardboard or other tubes (heroin)
- Shredded cigarettes, home rolled cigarettes and pipes
- Large pencil sharpener type objects (marijuana grinder)