# Alcohol, Drugs and Smoking/Vaping Policy

This policy refers to both the Senior School and Bootham Junior School (including the Early Years Foundation Stage). In the unlikely event that this policy needs to be invoked at Bootham Junior School, the Head of the Junior School will be guided by the Head and investigate and report accordingly.

This policy has been written with reference to the Education and Inspections Act 2006, *DfE and ACPO drug advice for schools* (September 2012) and DfE advice on *Searching, screening and confiscation* (July 2022)

## Purpose

The purpose of this policy is to discourage students from misusing alcohol, tobacco and other potentially harmful substances at any time. It reflects a recognition that these are widely available and used by many teenagers, and that this is an issue which is likely to be encountered by students, school and parents.

## Statement of policy

It is the policy of Bootham School actively to discourage the misuse of potentially harmful substances and to treat cases of misuse by students as misconduct and possibly serious misconduct. It is also school policy to ensure that students affected by their own or others' substance misuse are offered early access to support through the school and/or other local services.

## Related policies

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

(a) Expectations, Standards and Positive Relationships policy
(b) Complaints policy
(c) Safeguarding and child protection policy and procedures
(d) Searching and confiscation policy

## Implementation of Policy

This policy assumes trust and understanding between students, staff and parents, and will be implemented in the best interests of all students in the school. It is also meant to act as a positive and effective deterrent.

*Prevention through education*

Priority will be given to a programme of education and support about alcohol, tobacco and other potentially harmful substances at all levels of the School. This will be achieved via Personal, Social, Health and Economic Education (PSHE) at Bootham Senior School, Personal, Social and Health Citizenship and Education (PSHCE) Policy at Bootham Junior School, through some elements of the science schemes of work, and through the work of

The Lodge. From time to time parents and staff will be updated to ensure that sensible discussions can take place and decisions can be made about issues that arise.

*Advice*
The Lodge is always available to give confidential advice to students at the senior school. Where it is possible that confidentiality cannot be kept, for example, where a person's safety is at risk, this situation will always be explained before a student chooses to divulge information or concerns.

*Disciplinary action*
The misuse of alcohol, tobacco or other potentially harmful substances will result in appropriate disciplinary action being taken in line with this policy. Such action is intended to send a message to the student(s) involved that such behaviour is unacceptable and should not be repeated. It is also designed to send a message to the whole School community about the seriousness of any such behaviour.

Disciplinary action will take into account the type of use and the student's age and history.

**Alcohol**
Students are not allowed to drink alcohol, have alcohol in their possession, or be under the influence of alcohol while anywhere within the school grounds or outside school whilst under the supervision of the school; this includes all residential trips, whether in the UK or abroad. Students who smell of drink will be considered to have been drinking.

No student is permitted to be in a public house or bar during the normal school day (8am to 5.15pm, Monday to Friday, and 8.00am to 12.30pm on Saturday).

Boarders under the age of 18 are not allowed to consume alcohol and are thus, not permitted to be in a public house or bar during term time, unless accompanied by a parent or guardian. Students cannot act as guardians for one another. Boarders in College Two and over the age of 18 may drink alcohol in moderation for a special occasion (e.g. an 18$^{th}$ birthday) but only if prior permission has been obtained from their Head of House: they must not return to the house in an inebriated state.

Disciplinary action relating to use of alcohol is outlined in the Expectations, Standards and Positive Relationships Policy.

If a student is, in the view of the school, seriously or dangerously drunk, a more serious response is likely. An alcohol-related incident that has been referred to The Lodge for health care is likely to involve internal exclusion or suspension for a number of days. When the incident relates to a school function the sanction is likely also to include being banned from a number of similar events in the future.

After the conclusion of any sanction, students who have been found to be misusing alcohol will be required to visit The Lodge to discuss with one of the nurses the health risks associated with this behaviour.

Repeat offences will be considered on an individual basis.

**Smoking and Vaping**

Smoking and vaping - or being in possession of smoking or vaping materials – are not permitted inside the school buildings, anywhere within the school grounds, in the neighbourhood of the school, or while under the supervision of the school (e.g. on a school trip). Students who smell of smoke will be considered to have been smoking. Students who are found to be associating with others who are caught smoking or vaping will be subject to the same sanctions.

Disciplinary action relating to smoking and vaping is outlined in the Expectations, Standards and Positive Relationships Policy.

Students who have been found to be smoking or vaping will be required to visit The Lodge to discuss with one of the nurses the health risks associated with this behaviour.

**Other drugs (including psychoactive and volatile substances**)

*Suspicion of misuse*

If a member of staff has reason to suspect that a student is using drugs (other than on prescription), he/she must report the situation to the Deputy Head Pastoral (or the Head of Bootham Junior School) who will consult with the Head. The Head will decide if further investigation is warranted. If required, the Head will liaise with the police.

Suspicion of misuse may arise from behavioural changes giving rise to deterioration in a student's demeanour and/or performance. Such signs include a decline in performance in school work, marked swings in mood, excessive tiredness, sores and rashes especially on the mouth or nose, a lack of interest in physical appearance and an unwillingness to take part in school activities; or other signs or evidence, such as finding certain items of equipment, behaviour on a particular occasion, or other information that has been gathered. It may be that parents or peers have talked to a member of staff about their concerns. All staff are expected to be alert to signs of drug misuse and receive drugs awareness updates as part of their ongoing continuing professional development.

A student whose use of drugs outside school clearly affects their behaviour in school, or whose behaviour gives rise to such suspicions, should expect to be spoken to and questioned about it.

*Investigation into possible misuse*

Once the Head and/or Deputy Head Pastoral have decided that there are reasonable grounds for suspecting that a student has been misusing drugs, the Head will appoint a member of staff to investigate the matter – normally one of the Deputy Heads. The student will be questioned about the School's concerns and parents may be contacted at this stage.

If a search is required, it will be made in accordance with the school's *Searching and confiscation policy*. Parents will be contacted as soon as reasonable evidence to support a concern has been established.

It is possible that, as a result of questioning or a search, the school may wish to carry out a drugs test on a student. In most cases the test will be a urine test and a member of The Lodge staff will be asked to oversee the test in school. Parents will be consulted and the

cost of the test will be added to the termly bill. A consent form signed by parents and also by the student will be required; if consent is refused, it is likely that parents will be asked to withdraw their son or daughter from the school.

*Discipline following misuse*
If a student admits to using drugs or provides a positive test, the student will be given further guidance and support and may be allowed to remain at school. The student will be required to disclose any drugs or drugs-related material in his/her possession at school and to hand them over to the school authorities immediately. The student will also be under an obligation to submit to further random testing during the rest of his/her career at school. Any further positive test is likely to lead to the student's permanent exclusion from school.

Certain substances which are legal to possess and use are inappropriate in a school environment. A student who brings any such substance into school, or is in possession of such a substance while on a school trip, is liable to be permanently excluded from school. The police will not normally be involved in incidents involving legal substances, but it is the school policy to report all incidents involving the use of controlled drugs.

A student who supplies or incites the misuse of controlled drugs within school, or is found to be in possession of controlled drugs within school, or is found to be in possession of controlled drugs with the intent to supply outside of school, can expect to be permanently excluded from school. The police will be informed.

In order to safeguard the whole school community, a student who has been excluded from another school for misuse or possession is unlikely to be offered a place at Bootham. If a place were to be offered, it is likely that a regime of testing would be required. It is hard to imagine circumstances in which a student who had been excluded for supplying controlled drugs would be accepted into the school.

*Pastoral support following misuse of controlled drugs*
Students who have misused drugs and been allowed to remain at the school will be required to visit The Lodge to discuss with one of the nurses the physical and mental health risks associated with this behaviour. Discussions with the school counsellor or another professional external to the school may be deemed appropriate.

*Disposal of suspected controlled drugs*
Where a member of staff finds a substance which is not believed to be a controlled drug, it will be confiscated if it is thought to be harmful or considered detrimental to good order and discipline. If staff are unable to identify the legal status of a drug, it will be treated as a controlled drug.

In taking temporary possession and disposing of suspected controlled drugs, the school will, where possible, follow the DfE and ACPO advice and:

(a) Ensure that two adult witnesses are present throughout
(b) Seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present
(c) Store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff

(d) Notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols
(e) Record full details of the incident, including the police incident reference number
(f) Inform parents/carers, unless this is not in the best interests of the student
(g) Identify any safeguarding concerns and implement a support and disciplinary response.

The law does not require a school to divulge to the police the name of the student from whom the drugs were taken but it is deemed advisable to do so. A decision will be made based on the individual circumstances of each case.

**Safeguarding**

The school recognises that use of drugs may be indicative or symptomatic of wider issues and help may be required from local agencies. In such cases, the Head will consult the Designated Safeguarding Lead in line with the school's *Safeguarding and Child Protection Policy and procedures*.

If a student is at risk, including from incidents of parental or family drug or alcohol misuse, then the Head will inform the Designated Safeguarding Lead or refer the matter directly to children's social care in line with the school's *Safeguarding and Child Protection Policy and procedures*.

**Information sharing**

Sensitive information about a student will only be disclosed internally or externally with careful attention to her/his rights and needs.

***This policy will be reviewed on an annual basis for matters of fact and process***

***Spring Term 2024 – Fact and Process review undertaken. The following changes were made***

- *Added requirement for follow-up advice from The Lodge for students found drinking, smoking or abusing drugs*
- *Sanctions for students associating with smokers have been added*

**Date of last review:** April 2026
**Person responsible:** Head
**Review Group:** **LM**
**Approval Group:** **Governors Meeting**
**Date of next review:** April 2029

**Appendix 1: Useful organisations**

UK Rehab (formerly Addaction)One of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents.
www.uk-rehab.com

*ADFAM*
Offers information to families of drug and alcohol users, and the website has a database of local family support services.
www.adfam.org.uk

*Alcohol Concern*
Works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems
www.alcoholconcern.org.uk

*ASH (Action on Smoking and Health)*
A campaigning public health charity aiming to reduce the health problems caused by tobacco.
www.ash.org.uk

*Drinkaware*
An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.
www.drinkaware.co.uk/

*Drinkline*
A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.
**Tel: 0800 917 8282 (24 hours a day)**

FRANK
The national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.
www.talktofrank.com **Tel: 0800 776600 (24 hours a day)**

*Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse)*
A national charity providing information for teachers, other professionals, parents and young people.
www.re-solv.org

*Smokefree*
NHS Smoking Helpline: **0800 169 0 169**
www.smokefree.nhs.uk

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