



Drugs and Alcohol Policy

Colfe's School is committed to promoting a healthy, safe environment, in which good citizenship and respect for the law can flourish. The school believes that it is important to deliver a clear, consistent moral framework that promotes the integrity of its community, and gives all of its pupils the understanding and self-confidence to reject illegal drugs and substances.

We care about the health and well-being of our staff and pupils. Staff are our most valuable resource and pupil education is our business. Drugs and alcohol can threaten these so, to that end this policy applies to staff including contractors engaged by the School and pupils.

The aim of this policy is thus to protect the health and safety of all members of our community and to assist anyone who may be suffering from a drug or alcohol-related problem.

Drugs

The use, possession, distribution, purchase, sale or being under the influence of any unauthorised drugs whilst at school or on organisation property is prohibited and may be viewed as gross misconduct by staff or pupils. Breach of this policy by staff or pupils will be fully investigated and normally be dealt with under the School's disciplinary procedures. Only prescription and legal over the counter drugs (authorised drugs) are acceptable in the school community. The school has a zero tolerance to all unauthorised drugs of any class.

Education

Colfe's has extensive health education and Personal, Social, Health and Economic Education (PSHEE) programmes that focus upon the potential short-term and long-term risks to health from drug and substance abuse. As with its related programmes concerning alcohol and tobacco, they concentrate on teaching the importance of young people making healthy, informed choices. However, they also include an ethical dimension, designed to instil an understanding of the importance of complying with the criminal law. The programmes involve pupils of all ages and continue throughout the pupil's time at Colfe's and extend across the curriculum. Assemblies are held on this topic, talks are given from the Police and workshops are held to cover the serious risks from abuse of unauthorised drugs and from alcohol and tobacco.

The School Nurse, Doctor and Counsellor play an active role in promoting greater awareness about the risks involved, and will offer informed advice. Pupils can discuss their individual worries about drugs or substances with any member of staff and can also approach the Nurse, Doctor and Counsellor for individual guidance, without fearing sanctions or adverse report. The School may from time to time, invite groups of parents to discussion groups and meetings for the united purpose of promoting the well-being of their children.

Support

The school will support any member of the school community who develops a drug or alcohol problem and is honest and prepared to work towards recovery. Seeking help at the earliest possible stage when treatment may be easier and before the problem affects work to become a disciplinary matter is in every one's best interest.

If a pupil comes forward and voluntarily identifies themselves as a drug user and asks for help, or if a pupil's parents or friends ask for help on their behalf, the School may, depending upon the circumstances and at the discretion of the Headmaster, offer the pupil the opportunity to reform their habit with the support of a drug testing programme and Counselling via CAHMS or privately at parental expense.

Drug testing is sanctioned by the Headmaster and organised by the School Nurse and the Director of Pastoral Care, full details of the arrangements being provided to the parent. If a pupil fails the first drug test (so confirming usage of an unauthorised drug), that pupil will only be allowed to remain at the school on condition that they submit to regular drug testing throughout their remaining time at the school, and on the clear understanding that they will be expelled immediately on failure of a subsequent drug test, or if there is evidence that a sample has been tampered with in any way.

Investigation

The School will always investigate rumours about involvements in unauthorised drugs, including questioning a pupil and searching personal possessions and their locker. The School will inform parents as a matter of urgency and invite them into the school to discuss the matter.

Sanctions

The School will consider any incident involving unauthorised drugs individually and recognises that a variety of responses will be necessary to deal with such incidents. It will consider carefully the implications of any action it may take. It will seek to comply with the law and to balance the interests of the pupil with the interests of other members of the school.

The normal sanction for possession or involvement with unauthorised drugs is expulsion. Alternative sanctions, when there are mitigating circumstances, could involve suspension and a final warning. Any pupil found offering, selling or trading unauthorised drugs to another pupil will almost certainly result in permanent exclusion and the matter may be referred to the police.

If a pupil is involved in a drug-related incident outside the school the Head will assess the implications for the pupil and the school and determine the best course of action bearing in mind the interests of the pupil and the interests of the school and wider community. Permanent exclusion will not normally be appropriate for a first outside-school offence.

Guidance for staff

If you believe, or it is reported to you, that a pupil may have unauthorised drugs in their possession at the school, you must report the matter immediately to the Director of Pastoral Care. Action will then be taken, as follows.

- The pupil will be seen by the Director of Pastoral Care in the presence of another member of staff and told that an accusation has been made.
- The pupil will be asked to empty their pockets, bags, etc. in front of the Director of Pastoral Care. This may also extend to the pupil's locker.
- If a pupil refuses, they will be detained and the parents will be contacted. The police may be contacted.
- Parents will be informed of the accusation and the results of any subsequent search.
- If any unauthorised drugs are found, the pupil will be questioned further by the Director of Pastoral Care with the parents and a witness in attendance. If the pupil's parents cannot be contacted, the interview will take place and they will be informed as soon as possible. The pupil will be asked to write their account of the situation.
- A decision as to whether the police should be called will be made in conjunction with the Head and parents. The decision will be influenced by:
 1. the amount found
 2. whether other pupils are involved
 3. other wider circumstances.

At all points, the school reserves the right to inform the police if it deems it to be appropriate.

Any member of staff who believes that any pupil(s) is/are taking or dealing in unauthorised drugs while on school premises should report the matter immediately to the Director of Pastoral Care who will investigate the allegation following the above guidelines.

Pupils should be encouraged to report immediately to a member of staff any matters concerning unauthorised drugs.

Members of staff should be aware that the Misuse of Drugs Act 1971 makes it a criminal offence for the School to knowingly allow the production or supply on its premises of any controlled drugs, and for any individual who allows such activities by their neglect or connivance. Colfe's School will press for the prosecution of any member of staff found breaking these laws on its premises.

Alcohol

Colfe's School is aware that there are problems nationally concerning drinking by young people at decreasing ages. Consumption of alcohol is socially acceptable and most young people will drink alcohol at some time in their lives. Excessive drinking is dangerous to health, academic achievement and can lead to many unwanted situations. Many believe drinking to be socially acceptable among young people so there is peer pressure to be seen consuming alcohol plentifully.

We believe Colfe's School has responsibilities both to educate pupils in the use and abuse of alcoholic drinks and to ensure that consumption within school and on school trips is strictly controlled. The

Personal, Social and Health Education programmes address the social use and hazards of alcohol consumption. Further alcohol education is delivered through the academic curriculum, primarily in Biology lessons, while events using other specialist expertise are also provided to ensure that all aspects of the consequences of drinking alcohol are considered. The school believes that staff drinking sensibly is a positive example, demonstrating how alcohol should be enjoyed. The school is conscious that high self-esteem enables young people to resist abusing alcohol. This confidence is built through achievement and recognition in the classroom and in co-curricular activities.

Despite our efforts to educate, some pupils will drink excessive amounts of alcohol. When pupils leave the school at the end of each school day, it is their parents' responsibility to ensure their safety and welfare, but it is expected that no pupil would involve themselves in activity outside school which would either bring the school into disrepute, or compromise their ability to function properly in the classroom.

Principles

The following principles underpin this alcohol policy:

- All staff and pupils are personally responsible for their own health and safety and the safety of others who may be affected by their acts and omissions (commensurate with age for pupils).
- Consumption of alcohol may affect a person's ability to properly perform their tasks and may also endanger the health and safety of others.
- The School reserves the right to conduct drug and alcohol screening as part of the process for pre-employment selection. Any candidate who has a positive screen, or who refuses to provide the appropriate samples, will not be eligible for employment.
- Where appropriate, the School will provide support internally and/or through external agencies to members of staff who seek help for a drug or alcohol problem.
- The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any controlled drugs whilst at school or on organisation property is prohibited and may be viewed as gross misconduct by staff or pupils. Breach of this policy by staff or pupils will be fully investigated and normally be dealt with under the School's disciplinary procedures.
- The school will support any member of the school community who develops an alcohol problem and is honest and prepared to work towards recovery. Seeking help at the earliest possible stage when treatment may be easier and before the problem affects work to become a disciplinary matter is in every one's best interest.
- No one should come to school under the influence of alcohol.
- All staff should remain vigilant for unusual behaviour or unacceptable performance by a staff or pupils at work, such that they have reasonable cause to believe that they are suffering the effects of drugs or alcohol.
- Refusal to cooperate, attend screening, comply with instructions from the school nurse or doctor will cause the school to draw its own conclusions.
- At all times the Law will apply which states;

It is against the law:

- for a young person under 14 to be in a bar unless accompanied by an adult.

- for a licensee (e.g. a manager of a pub or off licence) knowingly to sell alcohol to a person under 18 with the exception that people over 16 can drink beer, cider or wine to drink with a meal in a dining room.
- to drink alcohol on the street.

Policy in School

In school no pupil may obtain or possess alcoholic drinks. There may be school occasions when alcoholic drinks may be consumed but only in the presence of a member of staff. It is the responsibility of the supervising member of staff to ensure, as far as possible, that no pupil below the Sixth Form consumes any alcohol unless they are accompanied by a parent or guardian; and that those in the Sixth Form drink sensibly. Straight spirits should never be consumed. These guidelines also apply to school trips. Pupils driving to and from school functions should not drink any alcohol. In all cases parental permission must be sought before alcohol is served to pupils.

A pupil found intoxicated through alcohol will be given appropriate treatment, including medical attention if necessary, and parents will be informed as soon as possible. Any alcohol found in the possession of pupils on school premises will be confiscated and appropriate sanctions may be applied.

Any pupil who obtains or possesses alcoholic drinks, other than at school occasions when alcohol is permitted, or who exploits opportunities to drink at school events by consuming more than they should, may expect punishment, according to the severity of the offence, at the discretion of the Headmaster.

On Trips

The same guidelines for consumption of alcohol at school events apply to school trips and sports tours. On such trips, it is the responsibility of the supervising member of staff to ensure that no member of the party will participate in any activity that is likely to bring the School into disrepute. To this end, they will, as far as possible, ensure that no pupil below the Sixth Form consumes any alcohol; and that those in the sixth form drink sensibly. Straight spirits should never be consumed. A pupil found intoxicated through alcohol will be given appropriate treatment, including medical attention if necessary, and parents will be informed as soon as possible.

Any pupil who exploits opportunities to drink on tours or trips by consuming more than they should may expect punishment, according to the severity of the offence, at the discretion initially of the trip / tour leader or, in acute cases, of the Headmaster.

Duties of all Staff Accompanying Trips

Staff should make frequent references to the rules and procedures applicable to the visit or particular activity. Each pupil is given a copy of the 'Trip Aide Memoire'.

- a) Staff must be available to supervise pupils must display and expect from pupils a real sense of their duty of care to others, safety awareness and good practice.

- b) Staff should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures.
- c) Staff should know the procedures for dealing with accidents and emergencies.
- d) Staff should be available to supervise all aspects of the trip although in some circumstances this supervision may be classes as remote supervision.
- e) Staff should know and enforce the school's 'Drugs and Alcohol Policy'. It is never acceptable for staff to be intoxicated on a trip. In normal circumstances the trip leader must ensure that at least two members of staff remain alcohol free. At all times staff must be mindful of their responsibility for the welfare of the children in their care and the good reputation of the school.

This guidance should be read in conjunction with the 'Educational Visits Policy', which includes guidelines for pupils.

School Functions where Pupils are Present

- No pupil will be served alcohol where there is a pay bar, nor must alcoholic drink be purchased for any pupil. This ensures the school does not breach the licensing law.
- No pupil will be allowed to have any alcohol at any function unless they are a member of the sixth form.
- When members of the sixth form are invited to a school function where alcohol will be offered to pupils, the organiser of such an event must, prior to the event, send a letter to the parents/guardians of any pupil who will be attending. This letter asks parents to confirm in writing whether or not they are happy for their child to drink a limited amount of alcohol at the event.
- It is the responsibility of the organiser of an event where alcohol is offered to pupils to ensure that pupils only drink "limited amounts under supervision".
- Should a colleague not wish to take on this responsibility, they will be supported by the school in their decision that the event will be alcohol free.

Related Policies

Educational Visits Policy

Exclusions Policy

Behaviour Management Policy

Administration of Medicines Policy

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