

International School of Creative Arts

Policy on Smoking, Alcohol and Misuse of Drugs and Substances

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ISCA Policy on Smoking, Alcohol and Misuse of Drugs and Substances

1 Introduction

- 1.1 **Scope:** This policy relates to possession and consumption of alcohol and tobacco and the misuse of controlled drugs and other substances and applies to all students at the School irrespective of their age. The policy may also apply at times when a student is not in the care of the School. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain of the procedures can only be carried out during term time.
- 1.2 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.
- 1.3 **Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.
- 1.4 **Smoke Free Policy:** The School operates a smoke free policy within its buildings, grounds and vehicles, apart from a small designated outside smoking area. This policy applies to the whole School community including employees, parents, visitors, members of the public and others working in or using the School's premises or vehicles.

2 Policy

- 2.1 **Aims:** The central aims of this policy are:
- 2.1.1 to promote safety, welfare and good physical and mental health;
 - 2.1.2 to promote a mature and moderate approach to the use of alcohol;
 - 2.1.3 to reduce the risk of alcohol-induced misconduct in and out of School;
 - 2.1.4 to keep drugs out of the School.
- 2.2 **Education:** We educate students to understand the effect and risks associated with alcohol and tobacco in relation to their health and well-being and the law and that 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. We educate by means of personal development courses, by example and by discussion.
- 2.3 **Pastoral care:** We encourage students to discuss in confidence 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 genuine, will be "ring-fenced" from disciplinary sanctions, but a student who contravenes this policy will face disciplinary sanctions.

2.4 **School rules:** The School rules forbid a student from:

2.4.1 any possession, use or supply of drugs and substances;

2.4.2 bringing alcohol onto School premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School;

2.4.3 bringing the School into disrepute for any reason associated with tobacco, alcohol or drugs and substances, whether or not the student is in the care of the School at the time. Action will be taken when the welfare of any member of the School community or the reputation of the School is affected.

2.5 **Sanctions:**

2.5.1 **Alcohol:** Sanctions will be applied in accordance with the School's Behaviour Management Policy. For a serious breach or persistent minor breaches, a student may be required to leave the School permanently.

2.5.2 **Drugs: Anyone supplying drugs must expect to be permanently excluded immediately even if he / she is about to sit public examinations.** Anyone possessing or using drugs must also expect to be permanently excluded but in exceptional cases, a supportive regime may be offered as an alternative to expulsion. The Head of School is not obliged to offer a supportive regime.

2.6 **Staff Training:** Staff will be trained on how to recognise and manage issues involving tobacco, alcohol, drugs and substances.

2.7 **Parents:** If parents attending School premises appear to be under the influence of drugs or substances or alcohol, 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. 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 Designated Safeguarding Lead or a member of the senior management team who may telephone the police. If the Designated Safeguarding Lead believes that there is a risk of serious harm to a student, the procedures in the School's Safeguarding Policy and Procedures will be followed.

3 **Searches for alcohol, drugs and substances**

3.1 **Searches:** Subject to authorisation from the Head of School, school staff can search students' rooms and/or lockers for alcohol, drugs or substances without their consent if it deems there are reasonable grounds to suspect possession or use of alcohol, drugs or other illicit substances.

It is a condition of having a room and/or locker on the school campus that students consent to have these searched for any item or substance banned by the school rules, whether or not they are present.

With their consent, school staff may ask students to empty their pockets, bags and other possessions they have with them, if there are reasonable grounds to suspect they are carrying alcohol, drugs or other illicit substances. If a student refuses consent, the School will be entitled to draw inferences from this response and disciplinary action may be taken in accordance with the School's Behaviour Management Policy.

- 3.2 **Police involvement:** If the School seizes a controlled drug, the drug may be destroyed if there is good reason to do so. Otherwise the School will deliver it to the police as soon as reasonably practicable. In all other cases, the School may decide to request the involvement of the police from the outset. If the police suspect that a student possesses or has stored drugs, substances or related paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate.
- 3.3 **Disciplinary procedures:** Where a student is found to be in possession of alcohol, drugs or substances, disciplinary action will be taken in accordance with the School's Behaviour Management Policy and Exclusions Policy, as appropriate.

4 **Testing**

- 4.1 **Biological sample:** A student suspected of unauthorised consumption of alcohol or involvement with drugs or substances may be asked to give a biological sample. The reason for this policy is:

- 4.1.1 to deter breaches of School discipline;
- 4.1.2 to identify users;
- 4.1.3 to absolve those who have been wrongly suspected.

Reason to suspect alcohol consumption or use of drugs or substances may arise as a result of information or a complaint received or because of a student's behaviour or demeanour.

- 4.2 **Consent:** The relevant consent to a test is that of the student.
- 4.3 **Notifying parents:** Reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a urine sample and the reasons for that requirement.
- 4.4 **Confidentiality and data protection:** Sensitive personal information about students is disclosed only on a "need to know" basis with careful attention to students' rights and needs.

4.5 Subsequent action:

- 4.5.1 the student will be asked to attend a meeting with the Head of School or as part of ISCA's Disciplinary Panel.
- 4.5.2 all relevant evidence will be put to the student and he / she will be invited to respond
- 4.5.3 his / her response will be heard and considered and further enquiries will be made if necessary.

Disciplinary action will then be taken in accordance with the School's Behaviour Management Policy and Exclusions Policy, as appropriate.

5 Monitoring

This policy will be reviewed following any serious incident involving students and alcohol or drugs and substances and in any event, every three years.