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EF ACADEMY – TORBAY

ALCOHOL, SMOKING AND SUBSTANCE MISUSE POLICY



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Document title:	Alcohol, Smoking and Substance Misuse Policy
Date Created:	September 2015
Author:	Designated Safeguarding Lead
Individuals Involved in Developing the Document:	Head Teacher
Document Purpose:	Provide staff, students and parents with guidance on the schools' policy regards alcohol, smoking & substance misuse
Related Documents:	Safeguarding Policy Expulsion, Removal and Review Policy Rewards, Behaviour and Sanctions Policy Searching and Confiscation Policy
Date of Next Review:	September 2021
Change Log (what changes have been made, by who and when):	January 2017 – removed term 'legal high' as no longer applicable (Mike Brewer) June 2018 – MBR added note on drug testing and EHCs September 2018 – RTA, Clarification of age regards tobacco and "school premises" September 2020 – RTA: Name, roles and contacts updated



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EF Academy Torbay – Alcohol, Smoking and Substance Misuse Statement

Young people come to EF Academy Torbay to learn, to enjoy life and to be successful. They should expect to do this in a safe, supportive and caring environment that promotes learning, a healthy lifestyle and personal responsibility.

The possession of or consumption of illegal substances such as cannabis, psychoactive drugs (formerly known as 'legal highs'), alcohol, tobacco products (for under 18s) (including e-cigarettes, chewing or dipping tobacco or snus) and the misuse of prescription drugs have no place in our school as they undermine the school's aims.

EF Academy Torbay will not tolerate the possession of or consumption of illegal substances, psychoactive drugs (formerly known as 'legal highs'), alcohol, tobacco products (under 18) (including e-cigarettes, chewing or dipping tobacco or snus) or the misuse of prescription drugs. Neither will we tolerate possession of equipment that is used to prepare or consume illegal substances, psychoactive drugs, alcohol, tobacco (including e-cigarettes, chewing or dipping tobacco or snus) or misuse prescription drugs.

Any student found to be in possession of or to have consumed illegal substances, psychoactive drugs, alcohol, tobacco products (under 18) (including e-cigarettes, chewing or dipping tobacco or snus) or to have misused prescription drugs will be subject to the school's disciplinary processes which may lead to exclusion from the school. The student may also be reported to the Police and could face prosecution. Students under 18 in possession of tobacco will be questioned as to the supply of it. This will be followed up and if illegal will be reported to the police.

Any found illegal substances or prescription drugs that are being misused will be confiscated and passed to the Police for disposal. Any found psychoactive drugs, alcohol or tobacco products (under 18) (including e-cigarettes, chewing or dipping tobacco or snus) will be confiscated and disposed of by the school.

Any student found to be in possession of equipment that has been or could be used to prepare or consume illegal substances, psychoactive drugs, alcohol, tobacco products (under 18) (including e-cigarettes, chewing or dipping tobacco or snus) or for the misuse of prescription drugs will be subject to the school's disciplinary processes which may lead to exclusion from the school. The student may also be reported to the Police and could face prosecution.

Although students over the age of 18 can legally be served alcohol and buy tobacco we do not allow alcohol or smoking on school premises (main school site or residence sites) and all school functions are 'dry' events where alcohol is not served. Any student found to have



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consumed alcohol, regardless of age, will be subject to the school's disciplinary processes which may lead to exclusion from the school.

EF Academy Torbay understands that there are circumstances where students will start their time with the school having previously consumed illegal substances, psychoactive

drugs, alcohol, tobacco (including e-cigarettes, chewing or dipping tobacco or snus) and may have misused prescription drugs. In some cases this behaviour may have led to students becoming dependent on these substances.

In these circumstances, the school will agree an Education and Healthcare (EHC) plan with the student and the student's parents/guardians to ensure that all necessary steps are taken to support the student and enable the individual to learn, to enjoy life and to be successful. All possible efforts will be taken to reduce the individual's dependency on substances through support, guidance and counselling. Failure by an individual to subscribe to or adhere to the agreed EHC plan may result in the student being pursued through the schools disciplinary processes.

Where a student voluntarily seeks help for misuse of drugs and/or alcohol, the school will also create an EHC and, working with parents, attempt to support the student towards successful outcomes. Again, failure to adhere to the EHC will likely result in the student being excluded from school. In both cases, drug testing at the parents' expense will be required.

The school reserves the right for the Head to request any student take a drugs test, which will be conducted by an independent laboratory and paid for by the school. Parents will always be notified of the request and the test date, which will be within two days of the request. The test and the results of the test will be handled as discreetly as possible.

Depending on the honesty of the student prior to taking the test and the results of the test itself, an EHC may be enacted. However, the outcome of this test may result in exclusion from the school. Refusal to take a test may also result in exclusion from the school.

The school will ensure that it informs and educates all students on the impact of substance misuse and the effect that the consumption of illegal substances, psychoactive drugs, alcohol, tobacco (including e-cigarettes, chewing or dipping tobacco or snus) or the misuse of prescription drugs can have on the health and well-being of individuals, their families, friends and the wider society.



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Related Policies and Procedures

The following policies and procedures should be read in conjunction with this policy and procedure.

- EF Academy Torbay Safeguarding Policy
- EF Academy Torbay Expulsion, Removal and Review Policy
- EF Academy Torbay Rewards, Behaviour and Sanctions Policy
- EF Academy Torbay Searching and Confiscation Policy

UK Law Relating to Smoking, Alcohol and Illegal Substances

Whilst in Torbay, all students are subject to UK law and school rules. The UK has very clear set of laws covering alcohol, smoking and illegal substances.

Alcohol

You can be stopped, fined or arrested by police if you're under 18 and drinking alcohol in public.

If you're under 18, it is against the law:

- for someone to sell you alcohol
- to buy or try to buy alcohol
- for an adult to buy or try to buy alcohol for you
- to drink alcohol in licensed premises (eg a pub or restaurant).

Smoking

If you are under 16 and caught smoking in public, the police can confiscate cigarettes in your possession.

If you are under 18, it is against the law:

- for retailers to sell electronic cigarettes (e-cigarettes) or e-liquids to you
- for adults to buy (or try to buy) tobacco products or e-cigarettes you
- for adults to smoke in private vehicles that are carrying you.
- It is against the law for anyone to smoke in workplaces and enclosed public spaces.



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These laws apply to cigarettes, cigars, hand-rolling, pipe and chewing tobacco and products for a shisha pipe.

Illegal Substances

In the UK, illegal substances are classed in to four groups. Each group has its own penalty depending on whether the authorities decide that the amount of drugs an individual has is for their own use or for supply to others.

Punishments range from fines and police cautions to life in prison and unlimited fines for the supply of Class A substances, such as cocaine, ecstasy and heroin.

Cannabis is classed as a class B drug. It is illegal to possess and supply cannabis in the UK.

The production, distribution, sale and supply of substances formerly known as 'psychoactive drugs' and more commonly known as psychoactive substances is illegal in the UK. The supply of these substances in the UK is punishable by prison sentences of up to 7 years.

Prescription Medicines and Other Substances

Solvents: A retailer can be prosecuted if they sell a solvent to someone under 18 who they know will use it for sniffing.

Prescription Drugs: Can only be sold by a pharmacist on the instruction of a doctor. Prescription drugs should only be used by the person to whom they are prescribed.

Procedure

The school acknowledges the importance of its pastoral role in the welfare of young people, and through the general ethos of the school, will seek to encourage students to make informed decisions in order to promote a healthy lifestyle.

Education about drugs is an integral part of the Personal Social, Health and Economic Education (PSHE) programme in school.

The programme aims:

- To enable students to make healthy, informed choices by increasing knowledge, challenging attitudes and developing and practising skills
- To provide accurate information about substances
- To increase understanding about the implications and possible consequences of use and misuse



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- To encourage an understanding for those experiencing or likely to experience substance use
- To widen understanding about related health and social issues, e.g. sex and sexuality, crime, HIV and AIDS
- To enable young people to identify sources of appropriate personal support.

Emphasis is placed on developing interpersonal skills in order to equip young people to deal with challenging situations throughout life. Regular programmes are run for drugs awareness/education, and this includes presentations from agencies such as the local police force. The teaching of drug education will be monitored and assessed by the senior manager in charge of PSHE in conjunction with the school's senior leadership team.

Supporting School Staff

There will be on-going CPD for all staff. This might include basic drug awareness, safe disposal of drug related paraphernalia, drug education training for staff and specific training on supporting young people with drug related problems for staff with a pastoral responsibility.

Professional development may take a variety of forms such as:

- Training courses
- Shadowing or co-teaching with other members of staff
- Visiting other schools.

Management of Incidents (including police and/or emergency medical involvement)

Any member of staff who becomes aware of a student who is unconscious, having trouble breathing, seriously confused or disoriented or is believed to have consumed a harmful toxic substance, should be responded to as an emergency.

Your main responsibility is for the student at immediate risk, but you also need to ensure the well-being and safety of others. Put into practice the school's first-aid procedures. If in any doubt, either dial 999 yourself or ask someone else to do so and ask for the ambulance service.

Always

- Assess the situation



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- If a medical emergency, send for medical help and ambulance.

Before assistance arrives

If the person is conscious:

- Ask them what has happened and to identify any substance consumed
- Collect any substance samples and any vomit for medical analysis
- Do not induce vomiting
- Do not chase or over-excite them if intoxicated from inhaling a volatile substance
- Keep them under observation, warm and quiet.

If the person is unconscious:

- Ensure that they can breathe and place them in the recovery position
- Do not move them if a fall is likely to have led to spinal or other serious injury which may not be obvious
- Do not give anything by mouth
- Do not attempt to make them sit or stand
- Do not leave them unattended or in the charge of another student
- Notify parents/carers at the earliest opportunity.

For needle stick (sharps) injuries:

- Encourage wound to bleed. Do not suck. Wash with soap and water. Dry and apply waterproof dressing
- If used/dirty needle seek advice from a doctor.

When medical help arrives

- Pass on any information available, including vomit and any substance samples
- Complete an incident record form as soon as you have dealt with the emergency
- Make a member of SLT aware of the incident as soon as you can.

In all other cases follow the process outlined below.



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Tobacco (under 18), alcohol, illegal substances and prescription medicines **found** anywhere on school premises (including residences and homestay accommodation)

Safely remove items and secure the items making a record of the items. This process should be done with a witness present.

Immediately inform a member of the school's SLT who will make arrangements for the safe disposal of the items.

Student in possession of tobacco (under 18), alcohol, illegal substances and non prescribed prescription medicines

Safely remove items and secure the items making a record of the items. This process should be done with a witness present.

Record the incident and immediately inform a member of the school's SLT who will apply the schools Rewards, Sanctions and Behaviour Policy.

SLT member to inform parent's or guardian of the incident taking in to account potential safeguarding risk to the student

Student under the influence of alcohol, illegal substances or prescription medicines

In a non-emergency situation, keep the student calm and under observation. Ensure that a Head of Boarding is informed and that a plan for continuous care for the next 48 hours is agreed and communicated to all relevant staff

Raise a safeguarding concern with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead

SLT member to inform parent's or guardian of the incident taking in to account potential safeguarding risk to the student

Student discloses own or others use of tobacco (under 18), alcohol, illegal substances and prescription medicines

Raise a safeguarding concern with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead

Designated safeguarding lead consults Headteacher and agrees actions to be pursued, taking in to account issues of confidentiality.

Individual (not a member of the school community) suspected of supplying tobacco, alcohol, illegal substances and prescription medicines to students

Inform a member of SLT immediately, providing any evidence to support claims or suspicions.

SLT member informs police if illegal activity is suspected.



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Sanctions and Support

Any student selling or supplying illegal substances or intending to sell or supply illegal substances on the school premises will be permanently excluded from the school. The school will support the police in any resulting prosecution.

All Incidents are taken very seriously and will be investigated by the school. Whilst any investigation is ongoing a student may be temporarily excluded. Please refer to the school's Rewards, Behaviour and Sanctions Policy.

The sanctions and support provided to students following Incidents will take a number of considerations into account, for example:

- What does the student have to say?
- Is this a one-off incident?
- Is the substance legal or illegal?
- What quantity and class of substance was involved?
- What was the student's motivation?
- What are the student's home circumstances and how long will it take parents to arrive?
- Is the student knowledgeable and careful or reckless as to their own or others' safety and how was the substance being used?

Sanctions and support should balance the needs of the individual with those of the wider school community, and aim to provide students with the opportunity to learn from their mistakes and develop as individuals having due regard to the nature of students at the school (i.e. being away from their home country as well as their parents).

Although not an exhaustive list, sanctions and support include:

- Counselling – (non-exhaustive examples of situations of where this would be appropriate would be a first time incident or small quantities or use or possession of alcohol or an identified student need for education or support)
- Permanent exclusion – (non-exhaustive examples of situations of where this would be appropriate would be an incident of possession or use of class A or B drugs and where counselling is not deemed appropriate to the circumstances by the Headteacher)
- Intervention from External Agency – (non-exhaustive examples of situations of where this would be appropriate would be evidence of an addiction to alcohol or regular use of psychoactive drugs (formerly known as 'legal highs').



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Searches

The school reserves the right to conduct unannounced searches for tobacco products, alcohol and illegal substances where the Headteacher considers it appropriate to do so and as part of an on-going whole school approach to managing tobacco products, alcohol and illegal substances on school premises. These searches can include the use of detection dogs and other detection methods.

Support

The school has identified the Designated Safeguarding Lead and an Independent Listener who can be contacted confidentially by any student to talk about any problems or concerns. Details of the independent listener can be found on student notice boards or through the Heads of Boarding at school.

See also the list of external agencies at the end of this policy document.

Homestay

Staff should be alert to behaviour that may indicate difficulties in Homestay. In the event that a student in Homestay discloses concerns to a staff member regarding potential misuse of illegal substances, including alcohol, within the home, the concerns should be reported to the Headteacher immediately. All reported concerns will be taken very seriously and investigated by the school as a priority.

External Support Agencies

There are a number of external agencies that can help anyone who needs help with a alcohol, substance abuse or smoking problem. The DfE and ACPO drug advice for schools references the following as useful organisations;

- **Addiction** is 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. Website: www.addaction.org.uk
- **ADFAM** offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: 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 Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk



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- **ASH (Action on Smoking and Health)** A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk
- **Children's Rights Alliance for England** A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.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. Tel: 020 7307 7450 Website: 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 (lines are open 24 hours a day)
- **DrugScope** is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk
- **FRANK** is 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. 24 Hour Helpline: 0800 776600 Email: frank@talktofrank.com Website: www.talktofrank.com
- **Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk
- **National Children's Bureau** promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk
- **Family Lives** A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>
- **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. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org
- **Smokefree** The NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>
- **Stars National Initiative** offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk
- **Youth Offending Teams** Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>



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