

# PANGBOURNE

## Alcohol, Tobacco, Drug and Substance Abuse Policy

|                    | <b>SMT REVIEW</b> | <b>GOVERNOR REVIEW</b> |
|--------------------|-------------------|------------------------|
| <b>Last action</b> | May 2019 by DHC   | Approved June 2019     |
| <b>Next action</b> | May 2020          | Approval due June 2020 |

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## **Alcohol**

Alcohol Awareness is an important dimension of Drugs Education within the school.

### **The School Rules and Procedures say:**

*"No pupil may be in possession of, or make use of any of the following: Alcoholic drink, tobacco or other drugs".*

Education forms a large part of Pangbourne's Alcohol Policy and therefore PSHCE and Biology lessons contribute a large part of the information on offer. As well as informing the pupils of the dangers of alcohol, the College also recognises the importance of educating its pupils in the sensible consumption and appreciation of alcohol within a social context.

Alcohol should not be consumed by any pupil within the boundaries of, or whilst representing Pangbourne College. Sixth formers may be given the opportunity, within the current licensing laws and in the presence of teachers employed by Pangbourne College, to consume alcohol within a supervised social context. Indeed, it is the belief of the College that sixth form pupils should learn that the moderate consumption of alcohol has its place in our society. At all such gatherings there will be a choice of limited quantities of wine and beer, as well as soft drinks always being available.

Within the Upper Sixth, there may be the opportunity for education for responsible alcohol use through the Medway Club, subject to the current licensing laws and the strict rules of the Medway Club.

### **The Medway Club**

- Open to members of the Upper Sixth on a Thursday evening from 20:45 until 22:15 and on some Saturday evenings.
- Lower Sixth pupils may be invited to Medway by the Head of VIth form if it considered a special occasion or a College event worthy of the invitation
- Food will always be served at Medway events where alcohol is available
- No drinks will be served unless responsible adults are present.
- Members are allowed up to two drinks and they must have agreed to a Code of Conduct.
- Abuse of the rules may lead to suspension or even expulsion from Medway.

For College Dinners and other social events e.g. PPA organised balls etc. where alcohol is to be purchased then under no circumstances may pupils under the age of 18 purchase alcohol. On such occasions it is also hoped that when parents are present that they will support the College in its aim to educate pupils in the moderate consumption of alcohol.

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Should a pupil abuse alcohol when under the control of the College then the following sanctions may be applied,

- Gating.
- Discussions with parents.
- Report on File.
- Referral to HM/DHCC
- College Punishment.
- Suspension.
- Permanent exclusion

Pupils can discuss their individual worries over alcohol with any member of staff within the College. They may also refer themselves to the Medical Staff and to the College Counsellor for individual guidance, without fearing sanctions or adverse report.

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## Drugs and Substance Abuse

**The Code of Conduct says, “We look after our health, both physical and emotional”**

At Pangbourne College we take the welfare of our pupils very seriously. This policy states how we will take forward such an important issue.

The word “drugs” is used in its widest sense of non-prescribed mood-altering substances to include all drugs whose use is legal within certain limits, including tobacco and alcohol, volatile and other substances which can be used to alter mood (such as solvents and NPS<sup>1</sup>) and all illegal drugs whose use and possession are forbidden by law. The word “misuse” applies to illegal use of drugs and the excessive use of social drugs.

Pupils are encouraged to discuss their anxieties about drugs in confidence with a member of staff or the school counsellor. Matters brought into counselling by a pupil or their parents, in circumstances which are genuine, will be “ring-fenced” from disciplinary sanctions or adverse report but a pupil who is suspected of involvement with drugs outside this context will face the full disciplinary consequences.

Pangbourne College recognises the importance of education of its pupils and also the need to be vigilant, with regard to drugs. We therefore educate through PSHCE and Biology lessons, as well as drugs presentations to pupils and their parents/guardians by outside speakers. The College will also use trained search dogs, to conduct sweeps of the College at the discretion of the Headmaster.

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<sup>1</sup> NPS – the generic title for new psychoactive substances

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## DRUGS EDUCATION

During PSHCE and Biology as well as other areas of the curriculum we have the following objectives.

- To enable pupils to make informed choices about a healthy life-style.
- To provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug misuse.
- To equip pupils with the attitudes and skills they need to avoid the misuse of drugs e.g. decision making, assertiveness training.
- To reinforce school policy on drugs.
- To reinforce information about the legal status of drugs.
- To enable any pupils who are misusing drugs or have any concern about the misuse of drugs to seek help.

## DRUGS POLICY

**The supply, possession, promotion or use of illegal drugs by members of the College is unacceptable and not permitted. The same applies to the possession of material related to drugs consumption. This will include any such device that permits the delivery of illegal substances such as vapes or pipes.**

This refers to;

- illegal drugs,
- performance enhancing substances,
- solvents,
- drugs in liquid form used in devices
- other substances used for abuse.

These substances will be referred to as 'drugs' for the remainder of this document.

Whilst maintaining a clear policy of prohibition, as outlined above, with consequent sanctions, the College is committed to providing its pupils with drugs education and also with pastoral support. In the event of any of the above being breached then the College may offer confidential support, which will aim to rehabilitate and to counsel.

In the event of a breach of the College rules, suspicion of involvement in drugs or identification by a search dog then parents will be informed by the Headmaster before any action is taken.

The College reserves the right, as per the Terms and Conditions of the College, to test pupils who are suspected of involvement in drugs. The cost of a positive test will be passed onto the parents of the pupil and the following sanctions may then be applied.

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## Sanctions

- Any pupil involved in the consumption or possession of drugs may be expelled. (Involvement with hard drugs or supplying drugs are considered to be aggravating features)
- For drugs related offences the Headmaster may decide a period of suspension to be more appropriate

## Support

- If re-admitted to the College, offenders will be enrolled on to the College Drugs Testing Programme for the duration of their stay at the College. Pastoral support will be offered and confidentiality will be ensured.
- Pupils may be enrolled on the Drugs Testing Programme on a voluntary basis at either their or their parents' request or again pastoral support and confidentiality will be provided. If pupils come forward of their own free will then the College may decide, depending upon circumstances, that neither of the first two sanctions should be enforced

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## College Drugs Testing Programme

The pupils enrolled on the College Drugs Testing Programme are:

- Those readmitted to the College
- Those pupils about whom there are pastoral concerns
- Those pupils who have requested to be enrolled.

The programme aims to offer:

- Pastoral support and confidentiality
- Counselling
- Professional advice from healthcare professionals
- Random drug testing, with the cost being borne by the parents

Anyone who fails a drug test, whilst on the programme, is then liable to expulsion.

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## Tobacco and vaping

Pangbourne College is committed to educating pupils about the dangers of smoking. In this context, “*smoking*” includes the use of vaping devices and e-cigarettes.

Pupils must not *smoke* whilst in the School’s care e.g. on trips, or in circumstances where they are identified as part of the school community e.g. on the way to or from school.

### The School Rules and Procedures say:

*“No pupils may be in possession of, or make use of any of the following: Alcoholic drink, tobacco or other drugs”.*

*It should also be noted that Pangbourne College is a designated non-smoking site.*

### Sanctions

Whilst each individual case will be decided on its own merits with the aim of educating and encouraging the individual to stop smoking or vaping, the following tariff provides a *guideline*:

- For a first offence, a letter home and a formal sanction, such as College Detention
- For a second offence, referral to the Headmaster and a period of suspension could be expected; this may be internal or external suspension, dependent on individual circumstances, at the Headmaster’s discretion

The College recognises that persistent offenders may have formed an addiction to smoking both in and out of school. Therefore the following procedures may also be applied.

- Referral to the Health Centre for support and enrolment on a ‘smoking cessation course’.
- Discussion of strategies to help give up.
- Parental involvement, where appropriate.

If an individual is found to have sold smoking or vaping paraphernalia to other pupils, then this individual can expect to be suspended. In the College’s experience there is a link between items, such as loose rolling tobacco, cigarette papers and filter tips and potential substance abuse e.g. cannabis. As vapes can be used to inhale drugs, their possession will be treated as possession of material related to drugs consumption and dealt with in accordance with the Drugs Policy above.

**Therefore, any pupil found in possession of any of these items can expect to be drugs tested, as per the protocol within this document.**

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## Drug Testing Procedure

### Introduction

This document details the procedure for the execution of on-site testing for evidence of drug use. The Alcohol, Tobacco, Drug and Substance Abuse policy of the College can be found [here](#).

### Interpretation

In order to avoid complexity of wording, to reduce ambiguity, the following principles have been applied in the authoring of this document:

- any gender pronoun is interchangeable, thus does not preclude any pupil by its usage
- “*friend*” is taken to mean, “parent, guardian, HoM or other adult present to represent a pupil’s interests during drug testing”.
- the Headmaster may be represented by Senior Deputy Headmaster in his absence
- the HoM may be represented by the AHoM in the their absence

### Availability of this document

- Health Centre
- All internal digital storage, giving universal access
- Made available to parents on request

### Recording

Each step of the procedure is recorded in situ with witness initials where indicated. A pro-forma is included in this handbook. Copies of completed documents are held by the Health Centre in a central folder - not as part of individual pupil records

### Instigation of test

The Headmaster or one of the Deputy Heads will decide whether a test is required in accordance with the College [policy](#).

Parents of the pupil must be informed and given enough time to attend the testing if they wish to. In the absence of parents, they may agree or nominate a suitable *friend* to accompany the pupil throughout the test.

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The test should be administered within a period of no more than half a day of notice.



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## **Preparation**

The Headmaster or HoM will inform the parents or guardians of the pupils and invite them or a representative to be present at the test.

The Headmaster, Deputy Head or HoM will inform the pupil of the decision to test - after parents have been informed. *If the pupil refuses to take the test or to cooperate*, the testing procedure must stop and the matter must be dealt with by the Headmaster.

### *If the pupil; agrees, the procedure continues*

The Headmaster or HoM must check that parents or guardians have given written consent for drugs testing. This consent should be recorded in the pupil files, held secure in the Headmaster's PA's office. If permission is refused, the testing procedure must stop and the matter must be dealt with by the Headmaster.

The Headmaster or Deputy Head will decide when the test procedure will be carried out.

The test will be carried out in the Health Centre but administered by either a Deputy Head or HoM. The Health Centre is clearly established as the venue for the test but does not take part in administering the test.

The HoM (or agreed replacement) must be present for the test.

## **Preparation in Health Centre**

- A time for the test must be chosen to minimise pupil traffic and maximise privacy - the privacy of the pupil is paramount in this consideration
- The ensuite room is to be used to allow for both privacy and reduced chance of disturbance

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## Drugs Testing Protocol

1. After checking for any other presence in the ensuite room, 3 people can enter the room:
  - a. pupil to be tested
  - b. HoM or Deputy Head
  - c. friend - as witness, as requested by the pupil

The limitation to numbers is stated to reduce unnecessary stress on the pupil.

2. The HoM or Deputy Head will retrieve from the Health Centre cupboard:
  - a. Cup for sample
  - b. Testing strips
  - c. A copy of this document
3. The pupil will be asked to empty pockets before entering the toilet and will then provide the sample.
4. The pupil will be asked to select from the unopened testing kits
5. The sample - as designated by the pupil will be tested with a testing strip or multi-panel test<sup>2</sup>.
6. If the test gives a positive reading the pupil will be asked whether they wish to undergo a second test procedure
7. If the second sample gives a positive reading or the pupil declines to have a second sample tested, the test is terminated and the pupil will be escorted to a sensitively selected venue that may be; Division, DSL's Office or other suitable sites that allow for the immediate needs of the pupil - the pupil's needs are paramount at this stressful time.
8. **If the sample returns a negative outcome, the test is terminated and all samples and records of the prior interviews and test are destroyed**

A copy of the Drugs Testing - Administrative Record must be filled in for each **failed test**. The record will be kept on file in the Health Centre - not in pupil files.

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<sup>2</sup> The exact test to be used may vary depending on availability

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## Drugs Testing Administrative Record

Name of Pupil \_\_\_\_\_

Date of Birth \_\_\_\_\_

Division \_\_\_\_\_

Date of Test \_\_\_\_\_

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Person responsible for requesting test \_\_\_\_\_ Title \_\_\_\_\_

### Decision to request test:

Time \_\_\_\_\_

Signature \_\_\_\_\_

### Parents informed:

Person informed \_\_\_\_\_

Time \_\_\_\_\_

Signature \_\_\_\_\_

### Pupil informed:

Pupil response - Consent/Refusal

Time \_\_\_\_\_

Signature \_\_\_\_\_

### Check on written consent

Consent/No consent

Time \_\_\_\_\_

Signature \_\_\_\_\_

### Time & date of test

Time \_\_\_\_\_

Date \_\_\_\_\_

Location (if not Health Centre)

\_\_\_\_\_

### Attendees at test:

\_\_\_\_\_

Result communication detail \_\_\_\_\_