

# PANGBOURNE

— A community where you can flourish —

## ALCOHOL, TOBACCO, DRUG AND SUBSTANCE ABUSE POLICY

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## 1. ALCOHOL

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

### 1.1. Rules and Procedures

- 1.1.1. 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.
- 1.1.2. No current Pangbourne student, irrespective of their age, can drink alcohol, or be under the influence of alcohol, on the College campus or whilst representing Pangbourne College. The only exception to this is the Leavers Ball where alcohol can be consumed subject to the current licensing laws.
- 1.1.3. Any student suspected of having consumed alcohol without permission as outlined in 1.1.2 or 1.1.3 is likely to be required to take a breathalyser test.

## 2. ALCOHOL SANCTIONS

- 2.1. Drug and alcohol offenses constitute serious breaches of discipline as defined in the Behaviour, Rewards and Sanctions Policy
- 2.2. Serious breaches will be investigated according to the procedures set out in Appendix 3 of the Behaviour, Rewards and Sanctions Policy

Offence	Sanction Guideline	Notes
<b>Consumption, possession or under the influence on Campus or while Representing College</b>	Suspension and a formal warning.	The severity and length of suspension would be determined by the Head based on the specific circumstances.
<b>Supplying Alcohol to other Students</b>	Suspension (external) with a strong likelihood of	This is considered an aggravated offence.

	progression to permanent exclusion.	
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- 2.3. 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.

### 3. DRUGS AND SUBSTANCE ABUSE

- 3.1. The Code of Conduct says, *“We look after our health, both physical and emotional”*
- 3.2. At Pangbourne College we take the welfare of our pupils very seriously. This policy states how we will take forward such an important issue.
- 3.3. 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 NPS1) 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.
- 3.4. 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.
- 3.5. 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 Head.

### 4. DRUGS EDUCATION

- 4.1. During PSHCE and Biology as well as other areas of the curriculum we have the following objectives:
  - 4.1.1. To enable pupils to make informed choices about a healthy life-style.
  - 4.1.2. To provide opportunities for pupils to acquire knowledge and understanding about the dangers of drug misuse.
  - 4.1.3. To equip pupils with the attitudes and skills they need to avoid the misuse of drugs e.g. decision making, assertiveness training.
  - 4.1.4. To reinforce school policy on drugs.
  - 4.1.5. To reinforce information about the legal status of drugs.
  - 4.1.6. To enable any pupils who are misusing drugs or have any concern about the misuse of drugs to seek help.

## 5. DRUGS RULES

- 5.1. The supply, possession, promotion or use of drugs by members of the College is unacceptable and not permitted. The same applies to the possession of material related to drug consumption. This will include any such device that permits the delivery of illegal substances such as vapes or pipes.
- 5.2. This refers to;
  - 5.2.1. illegal drugs,
  - 5.2.2. performance enhancing substances,
  - 5.2.3. solvents,
  - 5.2.4. drugs in liquid form used in devices,
  - 5.2.5. other mood altering substances.
- 5.3. These substances listed in 5.2 will be referred to as 'drugs' for the remainder of this document.
- 5.4. 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.
- 5.5. 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 Head or Deputy Head.
- 5.6. 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.

## 6. DRUGS SANCTIONS

- 6.1. Involvement in drugs and substance abuse constitutes a serious breach of discipline as defined in the Behaviour, Rewards and Sanctions Policy.

Offence Category	Sanction Guideline	Notes and Procedure Link
<b>Possession or Consumption</b> of illegal drugs, solvents, or unprescribed mood-altering substances.	<b>Permanent Exclusion</b> is the <i>likely sanction</i> .	The Head may decide on a period of suspension in exceptional, mitigating circumstances.
<b>Admission of Guilt or Refusal to Cooperate</b> with the Drug Testing Procedure (1st offence).	<b>Suspension or Permanent Exclusion</b> is the <i>likely sanction</i> .	As per Section 10.2.3, refusal to test is treated as an admission of guilt, and disciplinary action will proceed immediately.
<b>Aggravated Offences:</b> Supplying, promoting, or distributing illegal substances to others.	<b>Permanent Exclusion</b> is the <i>likely sanction</i> .	Supply and involvement with <b>'Hard Drugs'</b> (e.g., heroin, cocaine, LSD, ecstasy, amphetamine) are considered <b>aggravating features</b> that will likely lead to permanent exclusion.
<b>Failing the College Drug Testing Programme</b>	<b>Permanent Exclusion</b> is the <i>likely sanction</i> .	Any pupil enrolled in the College Drug Testing Programme who subsequently fails a random drug test is liable to permanent exclusion.

## 7. DRUGS SUPPORT

- 7.1. For offences where a period of suspension is imposed instead of exclusion, the pupil will be subject to the full requirements of the **College Drug Testing Programme** for the remainder of their time at the College.
- 7.2. Pastoral support, counselling, and professional advice will be offered and guaranteed confidentiality through the **Drugs Support** framework, regardless of the disciplinary outcome.
- 7.3. 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.

## 8. COLLEGE DRUGS TESTING PROGRAMME

- 8.1. The pupils enrolled on the College Drugs Testing Programme are:
  - 8.1.1. Those pupils about whom there are pastoral concerns
  - 8.1.2. Those readmitted to the College
  - 8.1.3. Pupils who volunteer to do so
- 8.2. The programme aims to offer:
  - 8.2.1. Pastoral support and confidentiality
  - 8.2.2. Counselling
  - 8.2.3. Professional advice from healthcare professionals
  - 8.2.4. Random drug testing, with the cost being borne by the parents
- 8.3. **Anyone who fails a drug test, whilst on the programme, is then liable to permanent exclusion.**

## 9. TOBACCO AND VAPING

- 9.1. Pangbourne College is committed to educating pupils about the dangers of smoking and vaping through our PSHCE programme and other means, such as external talks. In this context, “*smoking*” includes the use of tobacco, snus, vaping devices and e-cigarettes.
- 9.2. Pupils must not *smoke or vape* whilst at College or 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. Pupils should also not be in possession of any paraphernalia connected with smoking or vaping. This includes, but is not restricted to:
- 9.2.1. Cigarettes
  - 9.2.2. Tobacco
  - 9.2.3. Rolling tobacco papers
  - 9.2.4. Vaping machines
  - 9.2.5. Liquids that may be used in vaping machines
  - 9.2.6. E-cigarettes
  - 9.2.7. Snus
- 9.3. Pangbourne College is a designated non-smoking site, which includes the use of vaping machines or e-cigarettes.

## 10. TOBACCO AND VAPING SANCTIONS

- 10.1. Pangbourne College enforces a strict non-smoking and non-vaping policy. Offences related to tobacco, nicotine products, and vaping devices are treated as serious disciplinary matters. 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*:

Offence	Sanction Guideline	Notes
Possession of Vaping Devices or Paraphernalia (e.g., cigarettes, e-liquids, rolling	Period of external suspension and formal written warning.	Disciplinary action may be increased if the device is found to be modified or containing unauthorised substances.

papers, nicotine pouches)		
Smoking or Vaping (Includes use of tobacco, snus, e-cigarettes, or nicotine patches while in College care)	Period of external suspension and mandatory enrolment in a College-led cessation programme (if addiction is identified).	Persistent offenders will be referred to the Head for further action, which may include exclusion from the College.
In the Presence of Others who are Smoking or Vaping	Period of internal suspension.	This applies even if the pupil is not participating. Pupils have a responsibility to remove themselves from situations that violate College rules.
Supplying Tobacco or Vaping Paraphernalia to other Pupils	External suspension with a strong likelihood of progression to exclusion.	This is considered a serious breach of trust.
Possession of Vaping Equipment Suspected of Drug Use	Suspension and mandatory Drug Testing Procedure (see Section 11).	This includes possession of devices or liquids known or suspected to be used for the consumption of illegal substances (e.g., cannabis). If the drug test is positive, sanctions will align with the Drugs and Substances Sanctions.

- 10.2. The College recognises that persistent offenders may have formed an addiction to smoking or to the use of vaping machines and e-liquids both in and out of school. Therefore the College would appreciate open communication on the issues faced by individuals. Pupils may access help via:

- 10.2.1. The Health Centre
  - 10.2.2. The Deputy Head Pastoral
  - 10.2.3. The Assistant Head Boarding & Pastoral
  - 10.2.4. Pastoral Division Lead
  - 10.2.5. Tutors
- 10.3. As vaping machines can be used to inhale drugs, their possession may be treated as possession of material related to drug consumption and dealt with in accordance with the Drugs Policy above. **Therefore, the College reserves the right to require any pupil in possession of vaping equipment to take a drugs test in accordance with the procedure within this policy.**

## 11. DRUG TESTING

### 11.1. Introduction

- 11.1.1. This document details the mandatory procedure for the execution of on-site testing for evidence of drug use by Pangbourne College pupils.

### 11.2. Interpretation

- 11.2.1. To ensure consistency and reduce ambiguity, the following principles apply:
- Any gender pronoun is interchangeable.
  - The term "**Pupil Representative**" replaces "friend" and is defined as a parent, guardian, Pastoral Division Lead (PDL), or other suitable adult present to represent the pupil's interests during the testing procedure.
  - The Head may be represented by a Deputy Head in their absence.
  - The PDL may be represented by the Deputy Pastoral Division Lead (DPDL) or another trusted member of staff in their absence.

### 11.3. Availability of this document

- 11.3.1. A copy of this procedure is available digitally and is made available to parents upon request.

### 11.4. Recording

- 11.4.1. Each step of the procedure is recorded *in situ* with witness initials where indicated. The pro-forma in **Appendix 1: Drug Testing Administrative Record** will be used. Completed records relating to positive results are held securely by the Health Centre in a central folder, separate from individual pupil academic or disciplinary files.

### 11.5. Instigation of test

- 11.5.1. The Head or one of the Deputy Heads will decide whether a test is required based on reasonable suspicion or an automatic requirement (e.g., following readmission).
- 11.5.2. The pupil's parents/guardians must be informed immediately.
- 11.5.3. The pupil may nominate a suitable **Pupil Representative** to accompany them throughout the test.
- 11.5.4. The test should be administered as soon as possible after both the pupil and parents have been informed.

- 11.5.5. The pupil must be supervised by a designated staff member until the test has been completed.

## 11.6. Preparation

- 11.6.1. The Head, Deputy Head, or PDL will inform the pupil's parents or guardians.
- 11.6.2. The Head, Deputy Head, or PDL will inform the pupil of the decision to test.
- 11.6.3. **Refusal to Test or Cooperate:** If the pupil refuses to take the test or refuses to cooperate with the procedure, this will be treated as an **admission of guilt**, and a positive test result will be recorded. The testing procedure will stop, and the matter will proceed immediately to the Head for disciplinary action, up to and including permanent exclusion.
- 11.6.4. If the pupil provides consent, the procedure continues.
- 11.6.5. The test will be administered by either a Deputy Head or PDL (the **Test Administrator**) and carried out in the Health Centre.

## 11.7. Venue and Attendees

- 11.7.1. A time for the test must be chosen to minimise pupil traffic and maximise privacy. The privacy and dignity of the pupil are paramount.
- 11.7.2. The Health Centre's ensuite room will be used to allow for maximum privacy and reduced chance of disturbance. The Health Centre staff facilitate the venue but do not administer the test.
- 11.7.3. The maximum number of attendees in the room will be four:
- The pupil being tested.
  - Two staff members (including the Test Administrator). At least one staff member must be the same gender as the pupil.
  - The Pupil Representative (if requested by the pupil).

## 11.8. Drugs Testing Procedure

- 11.8.1. The Test Administrator (or appointed staff member) will retrieve the testing kit and strips from the secure Health Centre cupboard.
- 11.8.2. The pupil will be asked to empty their pockets before entering the toilet/cubicle.
- 11.8.3. The pupil will then provide the sample. **The Test Administrator will supervise the pupil from outside the toilet/cubicle door, maintaining visual contact with the sample container, but without direct observation**

**of the act of urination, to protect the pupil's privacy and prevent sample tampering.**

- 11.8.4. The sample will immediately be tested using the on-site testing strips.
- 11.8.5. **Positive On-Site Test:** If the test gives a positive reading, the pupil will be asked whether they wish to undergo a second on-site test procedure immediately using a newly provided sample.
- 11.8.6. If the second sample gives a positive reading, **or** the pupil declines to provide a second sample, the test is terminated, and the Test Administrator will proceed to Section 10.5 (External Confirmation).
- 11.8.7. **Negative On-Site Test:** If the sample returns a negative outcome, the test is terminated, and all samples and testing materials are destroyed.

# APPENDIX 1

## Drug Testing Administrative Record

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

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

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 \_\_\_\_\_

Time & date of test

Time \_\_\_\_\_ Date \_\_\_\_\_

Location (if not Health Centre):

Attendees at test:

Result \_\_\_\_\_