



# SMOKING, ALCOHOL AND SUBSTANCE ABUSE

## 1. Policy Statement

*At Bournemouth Collegiate School (BCS) we encourage the highest standards of behaviour and self discipline as outlined in the Behaviour Policy.*

*Smoking, alcohol and substance abuse are considered serious breaches of discipline and the school will implement a zero tolerance policy with regard to incidents on the school site. Incidents are dealt with in accordance with the procedures outlined in the school's Behaviour Policy and Exclusions Policy. They are recorded in writing in a Serious Incidents Record. This record is held by the Deputy Head (Pastoral and Discipline) in the Senior School and centrally on the X Drive. Serious sanctions for boarders are also recorded in this log. A separate Serious Incidents Record is kept by the Head in the Prep School. Records are regularly reviewed by Key Personnel so that patterns can be quickly identified and appropriate interventions made.*

*In line with our Provision of Information policy, this document is applicable to all interested parties (including volunteers and those supervising extra-curricular activities or accompanying school trips) and available via the school's website or on request from the Senior school or Prep school office. It is informed by the National Minimum Standards for Boarding (Standard 4) and should be read in conjunction with the school Behaviour Policy.*

*The policy applies to all pupils, including those in boarding, when on the school premises, or in the care of the school, or wearing the school uniform, or otherwise representing the school or associated with the school, for example on a school trip or visit. Volunteers and those supervising extra-curricular activities or accompanying school trips are instructed to make themselves familiar with the Safeguarding Policy and Behaviour, Rewards and Sanctions Policy.*

*BCS is fully committed to ensuring that the application of this Smoking, Alcohol and Substance Abuse policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*This document is reviewed annually by the Deputy Head (Pastoral and Discipline), the Head of Prep, the Head of Boarding, or as events or legislation change requires. The next scheduled date for review is March 2021.*

## 2. Table of Contents

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### 3. Key Personnel

Incidents of smoking, alcohol and substance abuse including legal highs and misuse of prescribed medication in the Senior school are overseen by the Deputy Head (Pastoral and Discipline), Alison Davies.

Incidents of smoking, alcohol and substance abuse in the Prep school are overseen by the Head of Prep, Kay Smith.

Incidents of smoking, alcohol and substance abuse in the Boarding House are overseen by the Head of Boarding Alison Davies and for Girls' Boarding, Natalie Linehan; and Boys' Boarding, Peter O'Donoghue.

### 4. Procedures

#### Education

We aim to help pupils to be assertive, moral and well-informed. Our PSHE Drugs Education Programmes will aim to be:

- Scientifically accurate
- Age-related
- Responsible
- Up-to-date
- Explicit
- Active and involving

Where possible we will use professionals to work with our pupils and staff to ensure information is up to date.

We aim to make pupils, parents and guardians

- Responsible, with a positive attitude to healthy life-styles
- Confident, assertive and strong in self-esteem to resist peer group pressure and the lure of advertising
- Aware of the moral implications
- Well-informed, with up-to-date information concerning the physical and mental effects of drug misuse, including the risk of HIV infection
- Aware of the social consequences of drug misuse for the individual and for society

Our Education Program aims to

- Challenge drug kudos (including drug logos)
- Cover relevant issues at each phase
- Have a multi-agency approach and delivery
- Incorporate active learning techniques to promote social skills, self-esteem and assertiveness, so that pupils can make informed choices
- Incorporate a variety of teaching and learning

#### Drug Involvement Response

"Drugs" refers to all drugs including medicines, volatile substances, alcohol, tobacco, legal highs and illegal drugs. Electronic cigarettes are also forbidden.

Possession or use of legal highs and/or illegal drugs is not tolerated in our school; neither will any or drug-related behaviour which may endanger others in our community. Everyone concerned with our school should know the likely consequences of such conduct.

We aim to have a consistent approach for drug offences and pupils must be aware that permanent exclusion can be the consequence of possession or drug-related behaviour.

We acknowledge the risks of involvement in drugs and wish to both deter and provide early support for pupils suspected of drug misuse. We will therefore:

- Ensure that all parents/guardians of pupils are aware of the policy
- Provide a support procedure/facility for pupils suspected of drug use, involving wherever possible their parents/guardians and the school counsellor
- Provide drug education for parents/guardians, for example, SSCT talks on County Lines and drugs information
- Involve the parents/guardians in the support of children whose behaviour has given cause for concern with suspicions linked to drug use

## **Procedures for Dealing with Drug-Related Incidents in School**

For any drug incident the utmost priority will be placed on safety. Medical needs will be addressed first.

- Police may be informed, although pupils need not be named
- Parents will be contacted
- Pupils can be searched, without consent, for drugs. The BCS Screening, Searching and Confiscation policy outlines this in more detail
- Drugs will be confiscated in the presence of a witness and locked away until handed to the Police
- Usually pupils will be isolated temporarily whilst investigations take place
- A repeated offence would increase the severity of the outcome
- Where pupils are re-admitted to school a Pastoral Support Plan with multi-agency involvement will be initiated. Each incident will be recorded.

## **Suspected Drug Abuse inside and outside of school**

- Where drug abuse is suspected including via social media, the Deputy Head Pastoral (Alison Davies) must be informed
- Relevant staff will be asked to monitor that student
- Where suspicion is strong, the school will tactfully involve parents to ask for advice
- Where the behaviour of a parent/guardian under the influence of drugs places the child at risk, staff should consider invoking the Child Protection Procedures and inform the Designated Senior Person(s) for Child Protection (Alison Davies)
- Sanctions may be put in place if suspected drug abuse is evident on social media or brings BCS into disrepute

## **Recording Sanctions for Serious Disciplinary Offences**

A log of smoking, alcohol and substance abuse offences and the sanctions imposed are centrally held on the school's Sharepoint within the Serious Sanctions Log. Administration of major sanctions for serious offences in the Boarding House are recorded in writing in the boarding house incident report files and also passed to the Deputy Head (Pastoral and Discipline) for recording in the log. The log includes the pupil's name; gender; year group; date of offence; nature of offence; sanction imposed; and the identity of the person administering the sanction. It is reviewed regularly by Deputy Head (Pastoral and Discipline) in order for patterns to be identified and appropriate intervention made.

**Incidents of smoking; drinking of alcohol; substance abuse; possession of illegal drugs will always be referred to the Headmaster or Head of Prep**, in their absence, the Senior Deputy Head or Assistant Head Pastoral of Prep. Parents will be informed and sanctions will be at the discretion of the school and may include internal isolation or exclusion (temporary or permanent). Repeat offences put the pupil at risk of permanent exclusion. Passing illegal drugs to another member of the school community is most likely to result in immediate and permanent exclusion.