



**Responses to alcohol, smoking or  
substance abuse Policy  
2021 - 2022**

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES  
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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

This Policy is relevant to all pupils and students in the Lower and in the Senior School.

Links to other policies: Exclusion Policy

### **Aims**

The policy relates to possession and consumption of alcohol, tobacco and the misuse of controlled drugs and other substances and applies to all pupils at The Hammond irrespective of their age. The policy may also apply at times when a pupil 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.

The central aims of this policy are: to promote safety, welfare and good physical and mental health; to promote a mature and moderate approach to the use of alcohol; to reduce the risk of alcohol-induced misconduct in and out of School; to keep drugs out of the School.

Definitions Alcohol: means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.

Tobacco use: For purposes of this policy, "tobacco use" means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

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.

### **Education**

We educate pupils/students to understand the effect and risks associated with alcohol and tobacco use 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. We have extensive health education and PSHE programmes that focus upon the potential risks from excessive consumption of alcohol and risks of smoking. They concentrate on teaching the importance of young people making healthy, informed choices. The programmes involve pupils/students of all ages and continue throughout a child's time at the school. They extend across the curriculum, involving PSHE, Science and Drama lessons. We also have Assemblies on the topic, and from time to time make use of workshops to cover the serious risks from abuse of alcohol, tobacco and illegal substances.

### **Pastoral care**

We encourage pupils/students to discuss in confidence any anxieties they may have about use of alcohol, tobacco or drugs and substance abuse with a member of staff or the School's independent listener. A pupil/student who contravenes this policy will face disciplinary sanctions.

### **School Rules**

The Rules forbid a pupil from:

- any possession, use or supply of drugs and substances;
- bringing alcohol or tobacco onto School premises or being in unsupervised possession of alcohol/tobacco or obtaining or supplying alcohol/tobacco to another, or being impaired by alcohol/tobacco while on School premises or in the care of the School;
- bringing the School into disrepute for any reason associated with alcohol, tobacco or drugs and substances, whether or not the pupil 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.

### **Detection**

Every complaint, report, or observation in relation to alcohol, tobacco or involvement with drugs and substances will be followed up and investigated. A pupil suspected of such involvement may be suspended pending the outcome of an investigation.

### **Staff development and Support**

All staff should have general drug awareness and a good understanding of the school's policy for drug education and the management of drug related incidents and any other related policies. It is essential that all staff involved in the teaching of drug education have the opportunity to develop skills and knowledge to enable them when working with young people to confidently address drugs and drug related issues. Activities to help their development can include:

- team teaching or teachers observing other skilled staff with ongoing support from a coach/mentor
- participating in collaborative enquiry and action research supported by teaching networks
- training courses with support to apply learning in the classroom

There may be pupils/students in the school who may require medication to be administered during the school day. Pupils/students with medical conditions requiring this on a regular basis should be made known to all staff and members of the school community.

## **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 Person for child protection / safeguarding. 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 Person or a member of the senior management team who may telephone the police. If the Designated Person reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

We may offer wine to parents and guardians at certain formal events, including plays and concerts to which they are invited.

## **Managing Drug Related Incidents**

### Detection

Every complaint, report, or observation in relation to alcohol, tobacco or involvement with drugs and substances will be followed up and investigated. A pupil suspected of such involvement may be suspended pending the outcome of an investigation.

### Searches for alcohol, tobacco drugs and substances

Searches with consent: School staff can search pupils for alcohol, drugs or substances with the pupil's consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving his / her consent.

Searches without consent: The Principal and staff authorised by the Principal may search a pupil/student or a possessions without their consent where they have reasonable grounds for suspecting that a pupil/student has alcohol, tobacco or drugs or substances in their possession. The school will follow the law in that it permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed or continued in relation to that drug providing that all responsible steps are taken to destroy the drug or deliver it to a person lawfully entitled to take custody of it. This will usually be performed with the assistance of the police on occasions which do not involve alcohol or tobacco, (which will be destroyed on the premises). In issues concerning drug paraphernalia the police will always be contacted. The school will involve parents/carers in personal searches and searches of school property, but at all times with at least two members of the school staff in attendance.

Circumstances Defining Where Parents/Carers or Other Agencies Including the Police May Need to be Notified

The School will conduct a careful investigation to judge the nature and seriousness of each incident. The emphasis should be on listening to what people have to say and asking open-ended questions.

Consideration will be given to separating any pupils involved in the incident and ensuring that a second adult witness is present. Issues such as confidentiality, child protection, police intervention and referral to external agencies need to be given careful attention to safeguard the needs of those involved and to ensure an appropriate response is taken. Any incident involving the misuse of drugs will take account of:

- ♣ the age and maturity of the child or young person
- ♣ any previous incidents of drug misuse by the child or young person
- ♣ which drug/s are being used/supplied
- ♣ is the drug legal or illegal?
- ♣ how much is being used and how often
- ♣ how they take the drug, where, with whom
- ♣ how long has it been going on?
- ♣ the child's home circumstances
- ♣ pupil's/student's knowledge and understand of the school policy and rules

Any response should balance the needs of the individual with those of the wider school community, and aim to provide pupils with the opportunity to learn from their mistakes and develop as individuals.

Drug/alcohol related problems are rarely, if ever, isolated and are usually indicative of wider issues in a young person's life. A holistic approach is essential when assessing drug/alcohol use and other factors that are impacting on a young person's life and behaviour. Schools should develop a range of responses in line with local protocols. Schools have a role in identifying pupils who have drug related needs. The process of identifying needs should aim to distinguish between those who could benefit from targeted prevention, and those who require a more detailed assessment of their needs. The Drug and Alcohol Action Team Screening Tool may prove useful in identifying the most appropriate response to individuals' needs. Staff have no legal obligation to report an incident involving drugs to the police. However, schools need to work in partnership with the police to outline:

- ♣ when an incident can be managed internally by the school
- ♣ when the police should be informed or consulted
- ♣ when the police should be actively involved
- ♣ when a pupil's/student's name can be withheld and when it should be divulged to the police

The School will make a full record of unauthorised drug incidents.

Storage of sensitive information about pupils or staff should be stored in accordance with the requirements of the Data Protection Act 2018.

If incidents involve a child then the Designated Safeguarding Lead, will consult all relevant agencies as well as calling the parent/ carer into school to collect or discuss the pupil. The School believes in the notion that: "Inclusion in mainstream education provides the structure and stability necessary when drug/alcohol and other problems are evident in a young person's life and contributes to reducing other vulnerabilities." Where school feels it has no choice but to suspend or expel, it needs to ensure that there are adequate and appropriate care pathways available to the young people and their families/carers.

**Sanctions Alcohol and Tobacco:**

Sanctions will be applied in accordance with the Behaviour Management Policy. For a serious breach or persistent minor breaches, a pupil/student may be required to leave the School permanently. If the Principal's decision after considering all the material evidence is that the pupil has consumed alcohol / been using drugs or substances (as applicable), at the meeting or a later meeting if further investigation was necessary, the Principal will outline the range of sanctions he / she is considering, hear mitigating circumstances and consider the pupil's/student's academic and disciplinary record and the extent to which he / she has co-operated, before deciding on the sanction. If the pupil/student is Expelled, he / she and his / her parents have the right to request a Review of the decision in accordance with the School's Exclusion Policy.

**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 pupil 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.

This policy will be reviewed

- Annually
- Following any serious incident involving pupils and alcohol, tobacco or drugs and substances
- Following the issue of any new guidance from the Department for Education (DfE).

**Policy Details**

**This Page Should Not Be Published**

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