

# Smoking, Drugs & Alcohol Policy 2019/20



CHAVAGNES  
INTERNATIONAL COLLEGE

## 1. Introduction

1.1 The Head Master, Senior Leadership Team and staff of Chavagnes International College fully recognise their legal, social and pastoral responsibilities to protect students from danger and provide them with a safe learning environment whilst in the College's care.

1.2 Together with providing excellent academic education, we pride ourselves on ensuring that our students are introduced to 'life skills' and knowledge that will prepare them for life beyond Chavagnes.

1.3 We recognise that substance misuse amongst young people is an ever increasing problem. It has therefore become necessary for all schools to have a policy in place.

1.4 The use or misuse of alcohol, and the use of tobacco and drugs, can be very damaging both to individuals and society, therefore we have established important guidelines and rules in these areas.

1.5 The implementation of this policy is an integral part of the conditions under which a student is accepted at Chavagnes. Students or parents may not opt out of any part of it.

## 2. Scope

2.1 This is a whole school policy. It applies to the Junior School and Senior School including boarding. This policy should be read in conjunction with 'The Student Handbook' and 'Parent Contract' and College rules.

2.2 The College community extends beyond the campus. Students of Chavagnes International College may not use drugs, as defined by paragraph 4.2 of this policy, at any time.

2.3 Students must remember that they are ambassadors for the College at all times. In keeping with the behaviour and discipline policies, students may be disciplined for misbehaviour when they are:

- Taking part in any school-organised or College-related activity;
- Travelling to or from College;
- Wearing College uniform;
- In some other way, identifiable as a student at the College; or for misbehaviour at any time, whether or not the conditions above apply, that:
  - Could have repercussions for the orderly running of the College; or

- Poses a threat to someone else; or could adversely affect the reputation of the College.

2.4 This policy is available on the website and in hard copy form.

### **3. Aims**

3.1 This policy aims to set out clearly the expectations of the College, and to ensure that students and parents understand:

- The implications of drug, tobacco and alcohol misuse and the sanctions and consequences that may apply;
- The measures that the College will employ to investigate possible abuse;
- The potential for the involvement of external agencies, including the police and social services; and
- The pastoral support that the College offers to educate and support where appropriate.

### **4. Prohibited Activities/Substances**

4.1 Smoking including using e-cigarettes and vaporisers

4.1.1 Students are not allowed to smoke on College premises, which includes in vehicles, or when otherwise occupied in College activities. Smoking is a health and safety risk and is particularly serious in-house as it exposes others to passive smoking and poses a significant fire risk. Smoking in public buildings in France is illegal and carries a heavy fine. It is also an offence to sell tobacco products to anyone under the age of 18.

4.1.2 Any student who is:

- Caught smoking, including using e-cigarettes and vaporisers or
- Suspected of smoking (for example by virtue of smelling of smoke) or
- Found in possession of tobacco or smoking paraphernalia, including nicotine substitutes or
- Found to have been consorting with smokers or found to have supplied such products to other students will be subject to the College's disciplinary procedures.

4.1.3 Each infringement will be treated on its merits, but as a usual course:

- First reported instances will result in a letter to parents and/or guardian and a two-hour Saturday afternoon detention.
- Second Reported incidences will result in a letter to parents and/or guardian and a two-hour Saturday afternoon detention.
- Third reported instances will result in a letter to parents and/or guardian which will include a request for a parent and/or guardian to come in and talk to the Head Master. The student will also receive a two-hour Saturday afternoon detention.
- Subsequent instances will normally attract a suspension, as will any smoking inside school buildings.

**Persistent offences may result in exclusion or permanent removal.**

4.1.4 We believe that all students should be aware of the health risks associated with smoking. If the student is found to be taking positive steps to give up smoking, this may be taken into account when the College is administering any sanctions.

## 4.2 Drugs and related substances

4.2.1 The College forbids a student from the possession, use or supply of drugs and related substances; this includes (but is not limited to):

- Drugs such as Heroin, Cocaine, Crack Cocaine, Amphetamine Sulphate, MDMA (Ecstasy tablets) and Cannabis;
- Legally purchased, or prescribed, medication that is being used for purposes other than intended or prescribed, such as Anti-depressants, Steroids and Benzodiazepines;
- Substances which are not illegal but which may have an intoxicating and/or stimulating and/or hallucinating and / or mind altering effect. The use of animal, mineral or vegetable products which have such an effect, for example magic mushrooms. Students misusing such substances (including possession or supply of such substances) will be dealt with in a similar fashion to those who use illegal substances;
- Any other substance that can be purchased legally, such as glue, solvents performance related drugs, anabolic steroids, and 'legal highs', if they are being held or supplied for misuse. Mood-enhancing products, such as Nitrous Oxide, "Poppers" and other so-called 'legal highs' are absolutely forbidden. Stimulants such as "Pro Plus" are also not permitted. Drug related paraphernalia. This is not an exhaustive list.

- Although boarding students are permitted to take over the counter vitamins and minerals, at the discretion of their parents, the use of supplements, such as protein shakes, creatine and other performance enhancing aids are not permitted within College or boarding houses for any student under 18 years. For students 18 years and over, the use of these supplements, are heavily discouraged, and those wishing to take such products do so at their own risk and not in the company of younger students.

#### 4.3 Alcohol

##### 4.3.1 The College forbids students from:

- Bringing alcohol onto College premises or, whilst involved in activities as specified in paragraph 2.3, being in possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on College premises, when travelling to and from College or in the care of the College
- Bringing the College into disrepute for any reason associated with alcohol.

4.3.2 A breach of this policy will result in the College rules being invoked, and could ultimately result in removal or exclusion.

#### 4.4 Pastoral Care

4.4.1 Priority will be given to a programme of education and support with regard to all areas of substance misuse and within the curriculum, for example in biology. The College educates students to understand that the use of illegal drugs, smoking products and alcohol is and will be harmful to their health, integrity, independence, opportunities and careers. It aims to build students' resilience in social situations. This is a sensitive and age appropriate programme. Students, parents/guardians and staff will be presented with relevant and up to date information. Literature will also be made available through school with regard to prevention and detection of substance misuse, for example the FRANK programme.

4.4.2 We encourage students to discuss their anxieties about smoking, alcohol, drugs or other substances in confidence with their House Master.

4.4.3 The member of staff who oversees and co-ordinates these issues is the Second Head who is also the Designated Safeguarding Lead.

4.4.4 Every parent should read and discuss this policy with their child when they are of sufficient understanding.

#### 4.5 Staff Training

4.5.1 Staff receive regular training on how to recognise and manage issues around drugs, alcohol and smoking.

#### 4.6 Concerns around Adult Misuse

4.6.1 If parents attending College premises appear to be under the influence of drugs or alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the College's Designated Safeguarding Lead (DSL).

4.6.2 If a member of staff suspects that a parent has driven, or will drive, whilst under the influence of drugs or alcohol, or is not fit to have the care of a child, the member of staff should report the matter to the DSL or a member of the senior management team who may telephone the police if it is considered appropriate. If the DSL reasonably believes that a student or other child is at immediate risk of harm from a parent who is under the influence of alcohol or drugs, the student or other child will not be released into the care of the parent until appropriate measures have been taken. These may include involving another member of the family, social services or the police.

#### 4.7 Medical Response

4.7.1 A 112 call must be made if a student is considered to need emergency treatment. The Head Master must be notified immediately. If any drugs paraphernalia is found, the Head Master will be notified so that the materials can be secured until they are handed to the police.

#### 4.8 Searches for drugs, substances and related paraphernalia

4.9.1 The law provides schools with powers designed to help teachers maintain good discipline. Head teachers and staff authorised by them have a statutory power to search students and their possessions without consent when they have reasonable cause to suspect that a student may have a prohibited item, including alcohol, drugs, tobacco and cigarette papers. Staff may seize any prohibited item as a result of a search. Parents do not need to be asked to consent to a search being undertaken.

## 5. Police Involvement

5.1 If the College seizes a controlled drug the School must arrange for it to be collected by the Police as soon as practicable.

5.2 If the Police suspect that a student 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 College to investigate.

## 6. Concerns in respect of substance misuse

6.1 If staff, parents/guardians or fellow students have concerns regarding substance misuse, it is in the interests of the student concerned that the information is shared in a sensitive manner with the Head Master or Second Master. The information will be handled sympathetically.

6.2 Matters brought by a student or his / her parents, in circumstances that are genuine, will be "ring-fenced" from disciplinary sanctions or adverse report. However, a student suspected of involvement with smoking, alcohol or drugs or substances outside of this context is likely to face disciplinary consequences.

6.3 Suspicion of misuse may arise from behavioural changes leading to deterioration in demeanour and/or performance of the student. Reason to suspect use of illegal drugs may arise as a result of information or a complaint received or because of a student's behaviour such as:

- A decline in performance in school work;
- Marked swings in mood;
- Excessive tiredness;
- Sores and rashes especially on the mouth or nose;
- A lack of interest in physical appearance;
- An unwillingness to take part in College activities
- Other signs or evidence, such as the smell from certain substances on a student, the finding of certain items of equipment, behaviour on a particular occasion, or other information that has been gathered - this could include from other students.

6.3.1 It is, however, important to recognise that most young people will experience some or many of the above symptoms during their school career with no link to the use of harmful substances, and reporting of suspicions must be handled sensitively and with common sense.]

### 6.4 Substance detection and testing

6.4.1 Where there are concerns of substance misuse, the student will meet with the Head Master to discuss the concerns that have arisen.

6.4.2 If, following discussion, more information is needed to eliminate or confirm the use of specific harmful substances, drug screening may take place. It is a means by which a student who denies any involvement in substance misuse may be cleared of concern. A positive result may be the first step to help a student face up to the difficulties they may be having and will enable that student to access the support needed to stop substance misuse.

6.4.3 Urine sample: If, outside the context of confidential counselling, there is reason to suspect that a student has been involved with drugs or substances, he may be asked to supply, under medical supervision, a urine sample for analysis. The reason for this policy is:

- To deter the use of drugs and substances
- To identify users
- To absolve those who have been wrongly suspected

6.4.4 Informed consent: The relevant consent to a drugs test is that of the student rather than the parents if the student is over 16 years of age, unless the student is deemed not to have sufficient capacity to consent (for example due to disability).

6.4.5 If the student is under 16 years of age, their consent will be sought provided he is of sufficient maturity and understanding and gives his informed consent in writing. The member of staff undertaking the test will determine whether or not the student is able to provide this consent, and may request the additional opinion of a medically qualified member of staff. In the event that a student is not deemed to be of sufficient maturity and understanding to provide informed consent, their parents' consent will be sought.

6.4.6. In addition, as a matter of routine, it is a condition of acceptance of a new student into the senior school that a signed consent form is returned to the College by the parents to demonstrate their support for the procedure.

6.4.7 Notifying parents: Reasonable endeavours will be made, before a urine sample is taken, to notify a parent, guardian or education guardian of the requirement for a urine sample and the reasons for that requirement. This will not apply if parents have already been informed that a student has been put onto the testing programme, in which case the College may not inform the student's parents before each individual test.

6.4.8 Refusal: If a student or their parent on their behalf (in appropriate circumstances as per 6.4.5) refuses to provide a urine sample he will be asked to say why he has refused. The College will be entitled to draw inferences from his response and general demeanour and the police may be informed. The Head Master will consider what sanctions should apply if any, and may decide to invoke the exclusions policy / require the student to leave.

6.4.9 Testing procedures: These will be in accordance with standard good practice. Care will be taken to make as certain as possible that the sample provided is genuine and uncontaminated.

- All due care will be taken to respect the student's privacy.

- The urine sample will be poured into two clean sample bottles which will be tested immediately in the student's presence.

6.4.10 Medical record: The outcome of the test, whether positive or negative, will not form part of the student's permanent medical record, but will form part of their disciplinary record.

6.4.11 Outcome: When the College receives the drug test results:

- Reasonable attempts will be made to notify a parent (by telephone or otherwise as appropriate);
- If the result is negative, the College will destroy the second sample;
- If the result is positive, the second sample will be made available for independent analysis.

## 6.5 Subsequent action

### 6.5.1. Procedure:

- The College will treat a positive test, although not infallible, as evidence that the student has been using drugs as appropriate. A meeting will be arranged at which:
  - The student will be asked to attend a meeting with the Head Master and a member of staff;
  - The evidence of the positive sample and all other relevant evidence will be put to the student and he will be invited to respond;
  - His response will be heard and considered and further enquiries will be made if necessary;
  - The Head Master will make a finding of fact on the balance of probabilities based on the evidence and supported by reasons.

6.5.2. Sanctions: If the Head Master's decision is that the student has been using drugs, the Senior Leadership Team will be informed. If expulsion or required removal is being considered, the procedures set out in the School's Exclusion Policy will be followed.

6.5.3 Whilst exclusion is highly likely, there is no automatic sanction for a drug or alcohol-related incident. Any decision will be taken after considering all the relevant facts available and information about the student involved, and the circumstances in which any incident occurred, and the College's awareness of any such incident has come about. Supply of drugs as defined by paragraph 4.2 will usually result in exclusion, even if the student is due to sit a public examination. Students involved in the possession of drugs may also be excluded from school temporarily or permanently.

6.5.4 In certain circumstances where a student has been found in possession of a drug with no evidence of supply, at the Head Master's discretion, he may be allowed to continue in the College on a supportive regime. Certain conditions, which must be strictly adhered to, are outlined below:

6.5.5 Circumstances and Conditions of the Head Master's supportive regime:

- The student must have no previous record of serious breach of the College's discipline in a related matter;
- The offence must be the use, or possession of, a drug / drugs (caught with the drug or direct evidence of drug use);
- The student must show genuine remorse;
- The student must no longer use drugs;
- The student must cooperate in identifying sources of supply;
- Parents must signal their unequivocal endorsement of the College's policy
- The parents must consent to the College's right to require the student to undergo regular testing for drug use, and agree to cover the cost of the tests.

6.5.6. If any subsequent tests are positive, the student can expect to be excluded. Refusal to take a test in these circumstances may also result in the student being required to leave the College.

6.5.7 The procedures in the safeguarding and child protection policy will be followed.

## **7. Charges**

7.1 The College will cover the cost of a first test required by the College which is negative, but parents will be charged for a first test if it is positive and for any subsequent tests in accordance with this policy.

## **8. Right to a review**

8.1 The sole circumstance in which a student has a right to a review is when the Head Master has made a decision to permanently exclude a student pursuant to the exclusions policy. There is no right to a review of the Head Master's decision to require testing or not to offer the supportive regime as outlined in paragraph 6.