

**Mary Hare School**  
**Smoking, alcohol and drug prevention policy**

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Signed:

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## Mary Hare School Smoking, alcohol and drug prevention policy

*In compliance with the Health Act 2006, it is Mary Hare policy that smoking is prohibited in all enclosed premises on-site and in company vehicles. This applies to all employees, pupils, parents and visitors. Smoking is known to damage your health and Mary Hare Schools disclaim all responsibility for health problems of pupils and staff caused by smoking now or in the future.*

### Electronic cigarettes

1. Although electronic cigarettes do not contain tobacco or produce smoke, and their use in enclosed workspaces and public areas isn't banned by the law in the UK, for the purpose of this policy, Mary Hare School considers the restrictions set out below to apply to all types of electronic cigarettes, including shisha pens/pipes. Mary Hare School seeks to promote a healthy lifestyle for pupils and staff; it believes the imagery of these e-cigarettes could project the impression that smoking is in any way desirable. The long-term effects of using these devices is currently unknown. The World Health Organisation and the Department of Health suggested that users 'exercise caution'.

### Pupils and smoking

2. It is against the law in Britain to sell tabaco products, electronic cigarettes (e-cigarettes) or e-liquids to someone under 18. It is also illegal for anyone aged 18 or over attempt to buy any of the above products for anyone under the age of 18.
3. Pupils who wish to smoke whilst at Mary Hare School may only do so under the following terms and conditions:
  - i. Only sixth form pupils are allowed to smoke. Parents must sign a written consent form issued by the school. Pupils who are over 18 may sign their own consent form. However, parents will still be informed of a pupil's intention to smoke.
  - ii. Pupils must also sign a consent form indicating that they will abide by the terms and conditions of the school, which are set out as follows:
    - Smoking is permitted only before and after school hours. There is strictly no smoking during the school day.
    - The area designated for pupil smoking is behind J.C Hall in the shelter.
    - Smoking must be of legal substances only.
    - There is strictly no smoking in any school buildings or vehicles.
    - Anyone found to be encouraging or permitting younger pupils to smoke will be sanctioned appropriately, most likely leading to a period of exclusion.
  - iii. Any pupil, including sixth formers, found to be breaking the smoking rules or contract will be subject to the following disciplinary procedure:
    - Smoking paraphernalia will be confiscated and disposed of.

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- The pupil will be placed on House Report, with reflective work and their parents informed.
- On subsequent occasions, parents will be asked to attend the school to discuss the problem.
- A pupil who persistently breaks the rules may be subject to exclusion from school.

### Staff smoking

4. There is absolutely no smoking in any school buildings or vehicles. Staff are permitted to smoke only in designated external areas on campus; a covered seating area, with ashtrays, is located off the main car park, to the side of Arlington Manor, in an area out of bounds for pupils. Another permitted smoking area for the public using the Arlington Arts Centre, is located to the side of main entrance to the centre.

### Smoking Breaks

5. This activity should be at times that do not disrupt the conduct of their normal work, or the length of the break to affect their normal work. These times are largely governed by the school time table or official breaks from working with pupils. Staff are not permitted to smoke with pupils. Failure to comply with this policy will result in disciplinary action.

### Help to stop smoking

6. The school nurse will provide support to any young person who wishes to stop smoking. There is a Stop Smoking Clinic at West Berkshire Community hospital, which is available. This is provided by an NHS commissioned Stop Smoking Service provided by solutions4health. Pupils breaking the terms of the smoking policy may be required to receive such support.
7. To speak to a trained adviser call the *Smokefreelife* Berkshire helpline: 0800 622 6360 or text QUIT to 66777 or email [info@smokefreelifeberkshire.co.uk](mailto:info@smokefreelifeberkshire.co.uk)
8. See [Further Guidance](#).

### Pupils and alcohol

9. It is against the law in Britain to sell alcohol to or attempt to buy alcohol for anyone under the age of 18. The effects of alcohol on young people are not the same as they are on adults. While alcohol misuse can present health risks and cause careless behaviour in all age groups, it is even more dangerous for young people. It can lead to risky and antisocial behaviour and failure to meet educational potential. (*Directgov 2011*).
10. Education on the effects of alcohol abuse form part of the school's PSHEE programme.

11. Sixth Form Pupils, including those over the age of 18, are not permitted to visit pubs or bars whilst boarding at Mary Hare. Pupils are not allowed to purchase alcohol whilst boarding at Mary Hare with the intent of consuming it at an event they will be exected out for and staff will not be responsible for it. Any alcohol found in a pupil's possession will be confiscated and the pupil sanctioned.

### **All other pupils**

12. All other pupils are forbidden from consuming or possessing alcohol whilst under the care of the school. Anyone found doing so will be sanctioned. This could be an exclusion from school for up to 3 days and they may also be subject to further education on alcohol abuse from the Health and Wellbeing support team, or external agencies such as 'The Edge'. Parents will always be informed.
13. On special occasions such as the School Prom, pupils over the age of 18 may be allowed to purchase limited alcohol from the venue bar, under staff supervision. This information is given in the sixth form pupil handbook and also in letter form to parents before the school prom. This gives parents who do not wish their son/daughter to be permitted alcohol in these circumstances the opportunity to inform care staff of their wishes.

### **Alcohol, drugs and staff**

14. Staff are not permitted to consume alcohol immediately prior to or whilst on duty. This includes during breaks in their working day. The only exception to this is a token amount on special occasions when agreed by the Principal (such as, School Prom,).
15. Mary Hare School believes that alcohol and drugs misuse affect performance, behaviour and relationships and that there is overwhelming evidence of links between alcohol misuse and social and psychological disturbances, medical problems, accidents and violence. Alcohol or drugs misuse can also lead to high levels of sickness, time off and absenteeism. *Addiction* is first and foremost a health problem and any approach will be informed by this understanding. Any other form of consumption which affects work will be treated as *conduct or performance* issues and dealt with according to disciplinary proceedings. Cases where employees attend work under the influence of drugs or alcohol may constitute gross misconduct and lead to dismissal. Staff suffering from a hangover or even being over the legal alcohol limit during work, after drinking, can be considered a danger, especially if duties include driving; such actions on part of any driver, constitute gross misconduct and will lead to disciplinary proceedings.
16. The School Rules and the examples of misconduct are not exhaustive; however, all staff should be aware that failing to comply with this policy could result in disciplinary action as per the Mary Hare Staff Disciplinary Procedure, which can be found under the "Documents" section on PeopleHR.

## Intoxicated parents, carers or drivers on site

17. If it is suspected that a parent, carer or driver may be intoxicated, maintain a calm atmosphere and focus on the pupil's welfare, not the adults. If appropriate, stall for time and allow other pupils to leave the premises. If possible, discuss alternative arrangements for the pupil to get home. It may be necessary to seek advice from a senior member of staff. If it is believed that there are serious concerns for the pupil's welfare, the police should be contacted
18. Mary Hare Schools condone neither the unauthorised use of drugs, solvents or volatile substances, nor their supply. Education is provided to equip pupils with the knowledge, understanding and skills to enable them to make the sort of choices that lead to a healthy lifestyle and to make informed moral and social decisions in relation to drugs in society.
19. This policy applies to:
  - All legal and illegal drugs and medicines.
  - All pupils, staff and visitors to the school.
  - The school premises and grounds.
  - Educational visits, residential courses, work experience and extra-curricular activities.
  - At all times when the school is considered to be 'in loco parentis'.

## School rules regarding drugs

20. Education on the effects of drug abuse form part of the school's PSHEE programme.
21. The unauthorised possession or use and supply of any drug is regarded as a breach of the school rules and disciplinary measures will be taken. The exceptions to this are:
  - The use of medicines by pupils with parental consent and knowledge by the school nurse.
  - The appropriate use of medicines by staff.

22. See the Medical Policy.

## New Psychoactive Substances (NPS), or so called 'legal highs'

23. With the introduction of the *Psychoactive Substances Act 2016*, it is an offence to produce, supply or be in the possession of a psychoactive substance.
24. NPS are drugs that are designed to replicate the effects of illegal substances. People may refer to these drugs as "legal highs", but many of the substances are now under the control of the Misuse of Drugs Act 1971. Some NPS products can also contain

illegal substances even if advertised as a “legal high”. Therefore, NPS is a more accurate term because the main intention of the manufacturers is to produce psychoactive substances that allow them – and users – to evade the law.

25. The perception of “legal” equating to “safe” seems thankfully to be shifting but we should not take this for granted. It is essential that young people get up-to-date and accurate information about these substances. Friendly and confidential drugs advice is available on FRANK ([talktofrank.com](http://talktofrank.com)).
26. Further guidance can be found in the Home Office; NPS – resource pack for informal educators and practitioners

## Managing drug-related incidents

27. A drug-related incident can be defined as the following:

- Drugs or associated paraphernalia found on the school premises.
- A member of the school community found in possession of drugs or associated paraphernalia.
- A member of the school community thought to be under the influence of drugs on the school premises.
- A member of the school community discloses that they are misusing drugs.  
A member of the school community is found to be supplying drugs on the school premises.

### Procedure for managing a drug-related incident

- If medical help is needed, seek or provide it immediately.
- Confiscate any substance (with a witness where possible). Ask what it is, in case a doctor needs to know.
- Remove and seal the substance in a plastic bag, include the details of date and time of seizure/find and details of any witness(s).
- Record the approximate size and appearance of the substance.
- When possible, have the recordings countersigned by a witness.
- Store it in a secure location, such as a safe or other lockable container with access limited to senior staff members.
- Inform a senior member of staff.
- The Principal/Vice Principal (care) may choose to arrange for the Police to remove the substance from the premises or may choose to dispose of it in an appropriate way. The law does not require a school to divulge to the police the name of the pupil from whom the drugs were taken but it is advisable to do so.
- Consider the needs of other people involved or implicated.
- If it is a pupil involved, inform the parents, unless this is not in the best interests of the pupil.
- Complete an incident report and belongings/bedroom search form if appropriate.
- Where a pupil is involved, the Principal or Vice Principal will decide on an appropriate sanction, which will most likely lead to exclusion. The Principal or Vice Principal will take responsibility for informing the Designated Safeguarding Lead

to determine if a referral to children's services or to external agencies such as 'The Edge' for further education on drug abuse is required.

Where a member of staff is involved, staff disciplinary and grievance procedures will be followed. See the school Discipline Policy for more information.

### **Searching and confiscation**

28. School staff, authorised by the Principal (teachers, care staff and teaching assistants), can search pupils or their possessions (lockers, bedrooms, etc.) with their consent for any item.
29. It is not a requirement for the school to have written consent from the pupil or parent for searches; it is enough for the teacher to ask the pupil and for the pupil to agree. If the member of staff believes the pupil to be in possession of a banned item, they can instruct the pupil to turn out his or her pockets or bag. If the pupil refuses, the teacher can apply an appropriate punishment.
30. Searching without consent: the law states that a search can be undertaken without consent if a member of staff suspects the pupil to be in possession of:
  - Knives or weapons, alcohol, illegal drugs and stolen items; and
  - Tobacco, cigarette papers, fireworks and pornographic material; and
  - Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
  - Any item banned by the school rules which has been identified in the rules as an item which may be searched for.
31. Searches must be undertaken with a witness (also a member of staff). You must be of the same sex as the pupil searched, and where possible the witness present should be the same sex as the pupil searched. You can carry out a search of a pupil of the opposite sex to you, but only where you reasonably believe there is a risk of serious harm.
32. The school's general power to discipline, as set out in section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.
33. Further guidance can be found in the DfE – [Searching, screening and confiscation; Advice for headteachers, school staff and governing bodies - January 2018.](#)

## Further information:

34. The school may liaise with the local police to discuss the incident and seek advice without naming the person involved. There is no legal obligation to inform the police, but it is good practice to contact the designated officer.
35. Drug or alcohol use can be a symptom of other problems and staff should be ready to involve the Designated Safeguarding Lead if they suspect any safeguarding concerns or the need to involve other services.

## Useful guidance, support and organisations

DfE. (2012) *DfE and ACPO drug advice for schools* [online leaflet] Available at: [www.gov.uk/government/publications/drugs-advice-for-schools](http://www.gov.uk/government/publications/drugs-advice-for-schools) [Accessed on 8th February 2019]

## Support for young people in West Berkshire:

**The Edge:** advice and support service for young people about drugs and alcohol. Other services (e.g. for friends, families, carers etc.) also available as well as school assemblies and workshops. [www.edgecrew.co.uk](http://www.edgecrew.co.uk)

**Thames Valley Police:** can be contacted with non-urgent enquires regarding any drug/alcohol incidents, call 101.

## Organisations:

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs, and to provide information and advice. It also provides support to parents/carers, helping to give them the skills and confidence to communicate with their children about drugs.  
24 Hour Helpline: 0800 776600 Email: [frank@talktofrank.com](mailto:frank@talktofrank.com)  
Website: [www.talktofrank.com](http://www.talktofrank.com)

**Drinkaware** - An independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm.  
Tel: 020 7307 7450 Website: [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking. Tel: 0800 917 8282 (lines are open 24 hours a day)

**Smokefree** – NHS Smoking Helpline: 0300 123 1044  
Website: [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)