



DRUGS, ALCOHOL AND TOBACCO MISUSE POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

Headmaster	Henry Price
Author	Deputy Head Pastoral
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Website	Yes

General statement of Policy

Wellington School tolerates neither the use of illegal drugs nor the misuse of alcohol by members of the School nor the illegal supply of these substances.

Wellington School is committed to the health and safety of its members and will take action to safeguard their well-being.

Wellington School acknowledges the importance of its pastoral role in the welfare of young people through formal education and the School's general ethos; it will seek to provide the support pupils need to avoid the problems of substance abuse.

Policy Aims

Wellington School believes and supports the following educational aims in respect of drugs and substance use and misuse:

1. To enable pupils to make healthy and informed choices by increasing knowledge, challenging attitudes and developing and practising decision-making skills.
2. To provide accurate information about substances.
3. To increase understanding about the implications and possible consequences of use and misuse.
4. To widen understanding about related health and social issues.
5. To enable young people to identify sources of appropriate personal support.

These aims are fulfilled through a programme of education arranged through the established curriculum, through the PSHEE syllabus and through specially invited external speakers. The programme involves pupils of all ages and continues throughout their time at the School. Our medical staff also play an active role in promoting greater awareness about the risks involved, and will offer informed medical advice.

Pupils can discuss their individual worries with their House Master/Mistress or Tutor or any other member of the pastoral team, including their matron, if they are boarders. They can also refer themselves to the Medical Staff and to the School Counsellor for individual guidance, without fearing sanctions or adverse report. We also invite groups of parents and guardians to Information Evenings, and are very conscious of the importance of working together in order to promote the well-being of your son or daughter.

The School actively co-operates with other agencies such as the local Police, Social Services, and the Health Promotion Unit to deliver its commitment to drugs education and to deal with incidents of substance use and misuse.

The policy will be reviewed annually and in the light of any drug-related incident.

Parental Signature: As part of the contract with the School, all parents are expected to sign their acceptance of this policy prior to a child's admission to the School. Parents will be informed of changes to wording or procedures without a requirement to re-sign the policy.

Sanctions are always at the discretion of the Headmaster or one of his Deputy Heads. Appeals against sanctions, or the manner in which a matter has been handled, are outlined in the School's *Complaints Procedure and Exclusions Policy*.

Specific policy and the management of incidents:

Under the *Education and Inspections Act 2006*, schools have a statutory power 'to such extent as is reasonable' to regulate pupils behaviour when off-site and not under the supervision of staff. All parents are strongly advised that the School may invoke on-site sanctions if incidents involving tobacco, alcohol or drugs occur off-site. Careful management and supervision of parties is especially important.

School trips are considered to be on-site activities.

Please note that day pupils who are with boarders on the school site can expect to receive the same or equivalent sanctions as boarders.

1. Tobacco and other smoking related products.

It is the School's policy that smoking and the possession of smoking materials are forbidden on school premises. This includes, but is not restricted to, cigarettes, tobacco, cigars, cigarette papers, e-cigarettes, pipes, personal vaporisers (PV) and electronic nicotine delivery systems (ENDS).

All smoking incidents are reported to a pupil's Housemaster/mistress and parents will normally be informed at the earliest opportunity. All offences will be reported to the Deputy Head (Pastoral). A first offence will lead to a detention and may require the writing out of an appropriate report which considers the damage to health caused by smoking. A second offence may require a letter to be sent home. More serious punishments could ensue if pupils are caught smoking in town and thereby bringing the School into disrepute. Thereafter the whole question becomes more one of consultation with parents in conjunction with restriction of privileges. A pupil may be referred for a session of counselling with the School Medical Centre (SMC) nurses where we have reason to believe that he or she has issues with tobacco, for example, when there are repeated infringements. Continued abuse of the Smoking rule may well result in suspension.

The School will always contact the manager of any establishment found to be active in selling tobacco or other smoking-related products to under-age pupils and the Police may also be informed.

Members of staff (academic and non-academic) are reminded that smoking is banned across the campus both inside and outside buildings. It is also expected that staff should refrain from smoking in the presence of pupils at any time.

2. Alcohol

The School rule states: alcoholic drinks may be consumed only at authorised school occasions. Alcoholic drinks may not be brought onto the school premises or campus. With the exception of boarders who are 18 and have been given permission to do so, pupils should not return to

School having consumed alcohol elsewhere. Drinking to excess under any circumstances is unacceptable.

The School is clearly bound by the law of the land and those laws guide our policy. Pupils are encouraged to adopt a sensible attitude towards alcohol. Alcohol should not be served to any pupils below the Sixth Form. Boarders who are 18 will be given permission to visit a pub. They may drink beer, cider or wine - and then only in moderation. No spirits of any kind, or drinks containing spirits, may be consumed.

We believe that pupils in their final two years at the school should learn that the moderate consumption of alcohol has its place in our civilisation when accompanied by food. Therefore Sixth Form pupils may be served alcohol in moderation at certain formal School occasions usually accompanying a meal (e.g. School and House social events, Sports Dinners) but never in the absence of a member of staff. Soft drinks are always available at such events.

The School has a breathalyser and senior staff have been trained in its use, chain-of-custody reporting etc. and it reserves the right to use it in any situation in which the use or abuse of alcohol is evident. Parental consent for the use of a breathalyser is a contractual requirement given prior to admission to the School.

All alcohol offences will be reported to the Deputy Head (Pastoral), Headmaster and to parents. Evidence of alcohol consumption, or excessive alcohol consumption in the instances of permitted availability above, will be enough to attract a disciplinary reaction. Minor alcohol offences would be considered to be possession of beer or being caught in a pub under age. These can lead to the withdrawal of privileges and the writing out of an appropriate report. After a further offence a pupil may be referred for a session of counselling with the SMC nurses or School counsellor (at the parents' expense) where we have reason to believe that he or she has issues with alcohol, for example, when there are repeated infringements. Suspension and permanent exclusion are ultimate possibilities. If an older pupil is found to have provided or purchased alcohol for a younger pupil, this is almost certain to result in an automatic suspension in the first instance.

Offences involving spirits will tend to attract a greater disciplinary reaction. Persuading other pupils to partake of spirits is regarded in a particularly serious light. Should somebody be incapacitated, end up sick, be put into the SMC or taken to hospital, then it is likely that a period of suspension would follow. For alcohol offences the School reserves the right to telephone parents and ask them to collect their child immediately.

In the case of any incident involving the sale of alcohol to under-age pupils, the School will personally contact the manager of the establishment involved and the Police will be informed.

3. Drugs

It is the School's policy that taking, possessing or dealing in illegal drugs is forbidden.

The definition of a drug used by the then DfES in 'Drugs guidance for Schools' is:
A drug is a substance people take to change the way they feel, think or behave.

This includes:

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- Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD and mephedrone) under the Misuse of Drugs Act 1971. Also so-called legal or herbal highs which are considered illegal under current medicines legislation to sell, supply or advertise for ‘human consumption’.
- Over-the-counter and prescription medicines used improperly, which can include sleeping tablets and slimming tablets.
- All legal drugs when misused including volatile substances and solvents, Ketamine, Khat, alkyl nitrites.
- Drugs which are misused to enhance performance (for example analgesics or steroids).

The Headmaster reserves the right to react to the emergence of new substances and changing circumstances as they occur, based on the DfE definition of a drug above.

We are committed to promoting a healthy, safe environment at Wellington, in which good citizenship and respect for the law can flourish. We believe that it is important to deliver a clear, consistent moral framework that promotes the integrity of our community, and gives all of our pupils the understanding and self-confidence to reject illegal drugs and substances. Any member of staff or parent concerned that a pupil might be involved in drug abuse should inform the pupil’s Housemaster/mistress immediately.

We will always investigate rumours about involvements in illegal drugs and substances, including questioning a pupil; if a boarder, searching his/her room and personal possessions. We will inform parents and guardians as a matter of urgency and invite them into the School to discuss the matter.

The Governors have agreed a contract with a clause making it a condition of admission that parents of pupils accept this policy and the School’s right to require a pupil to undergo a test for the use of illegal drugs or other substances damaging to health, where there are reasonable grounds for suspicion. Drug testing is authorised by the Headmaster or Deputy Head (Pastoral) who may appoint a supervisor for the collection of samples. Full details of the arrangements are available to parents on request. A test will only be required following consultation between a pupil’s Housemaster/mistress and the Headmaster (or in the latter’s absence, the Deputy Head (Pastoral)). Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement.

The Drugs Testing Policy is designed to be constructive, where possible, and to support those pupils most at risk of drug taking, to dispel ill-founded suspicion of drug taking and to act as a general and efficient deterrent. Our drugs sanction policy allows the School to exercise clemency where it is merited, or give support and advice to those who need it. It aims to encourage honesty and in certain circumstances to allow a pupil to recognise that he or she has made a grave mistake and to strive to make amends for it within Wellington School. However, there will be occasions set out below, when punitive sanctions are appropriate.

Our sanctions policy is as follows:

- I. Any pupil selling or distributing illegal drugs will be permanently excluded.

- ii. Anyone caught possessing or consuming illegal drugs while under the School's jurisdiction in term time loses any right to membership of the School and must expect permanent exclusion to be a very strong possibility.
 - a) In some cases there may be mitigating circumstances; if so, they will be carefully considered.
 - b) The Headmaster will normally consult the Police about the possession, consumption or supply of an illegal drug, since it carries the possibility of being a criminal offence.
- iii. If the only firm evidence that a pupil has been involved with illegal drugs is a positive drugs test, he or she may be allowed to stay in School provided that he or she:
 - a) Gives a written assurance to the Headmaster and to his/her parents that he/she will not become involved with illegal drugs again.
 - b) Agrees to undergo the drugs tests at various times during his/her remaining School career.
 - c) Agrees to take part in drug counselling if the School requires. If this is conducted outside the services offered by the NHS it will be at the parent's expense.

The same undertakings will also be required of any pupil who may be allowed back after an offence (see ii above) because of mitigating circumstances.

- iv. The scope of the School's discipline reaches to the point where there is a transfer of responsibility from School to parent. However, where it becomes known that drugs abuse is taking place outside School, then the School is then in possession of information, which could be deemed to be criminal and may thus:
 - a) Inform parents of the nature of what is being said.
 - b) Ask that there should be drug counselling.
 - c) Require that the pupil be drug tested in the future.
 - d) Talk to the local police about the matter.
- v. In the event of the School's reputation being brought into disrepute it will be the School's qualified right to invoke its full disciplinary procedures.
- vi. Any subsequent drugs abuse, including a positive test result, will result in permanent exclusion. Semantic debate about drugs taken in the holidays or at weekends will not be conducted.
- vii. Solvent abuse and the use of so-called 'legal highs' is also a serious school offence. The School may react to this in a similar way to other forms of drug abuse.

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Definitions:

Negative test: indicates that drug use is not evident within the test sample.

Non-Negative test: indicates that drug use is evident within the test sample.

Positive test: where the evidence of drug use found in the non-negative test is confirmed by a laboratory test.

- There will be no random tests of pupils for drug abuse at Wellington. However, if the School has reason to suspect that a particular pupil may have been using illegal drugs, the Headmaster has the right to require that a test be carried out (i.e. received information, notable changes in behaviour or performance, appearing under the influence of a substance). A test will only be required following consultation between a pupil's Housemaster/mistress and the Headmaster (or in the latter's absence, the Deputy Head, Pastoral).
- If a pupil who has tested non-negatively, or who has admitted being involved with drugs, is permitted to remain at School, the Headmaster reserves the right to make it a condition that there is repeat testing of the pupil in the future at intervals determined by the School. Any further positive test is likely to lead to permanent exclusion. There will be a requirement for the pupil to receive support and drug counselling, either through services offered by the NHS or at the parents' expense.
- With regard to non-negative tests arising from drug use outside school time (holidays or weekends) the same rules apply on the grounds that drug abuse at any time is an issue for the School.

1. Testing procedures

The testing procedure follows two stages:

- a) Screening using point-of-contact testing kits whereby urine is collected in a single-use container which will allow a drug-testing result within minutes.
- b) In the event of a non-negative result the sample may then be sent to a specific laboratory for further testing and analysis.

1.1 Testing procedures will be in accordance with standard good practice.

1.2 Confidentiality: Records of the testing will not be used for any other purpose and will be destroyed when the pupil concerned leaves the School.

1.3 The test will be carried out under the supervision of a Deputy Head or a senior member of staff, who will be present during the testing procedure and who has been appropriately trained by the company providing the testing kits.

- 1.4 The written consent of the pupil will be obtained before the test is conducted. If a pupil refuses to give consent to be tested, s/he will be asked to say why s/he has refused. The School will be entitled to draw inferences from his/her response and general demeanour and the Police may be informed.
- 1.5 Any samples collected for the purposes of drug testing will be collected using recognized chain-of-custody procedures to ensure that samples are genuine and not interfered with in any way.
- 1.6 The Headmaster will normally consult the Police about the possession, consumption or supply of an illegal drug, since it carries the possibility of being a criminal offence.
- 1.7 The School will regularly review and update the range of tests used.
- 1.8 The testing will be done at the School's expense. If further tests are required, either at parents' request or if the school deems it appropriate, then costs are likely to be met by parents.
- 1.9 Notifying parents: Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement.

2 Subsequent action

- 2.1 Procedure: The School will treat a non-negative test as evidence that the pupil has been using drugs. A meeting will be arranged at which:
 - 2.2 The pupil will be asked to meet with the Headmaster (or, in his absence, the Deputy Head Pastoral) with his/her parents and/or his/her Housemaster/mistress to assist him/her.
 - 2.3 The evidence of the non-negative sample and all other relevant evidence will be put to the pupil and s/he will be invited to respond.
 - 2.4 His/her response will be heard and considered and further enquiries, including further laboratory testing, will be made if necessary.
 - 2.5 The Headmaster will make a finding of fact based on the evidence and supported by reasons.
 - 2.6 Sanction: If the Headmaster's decision is that the pupil has been using drugs, the Headmaster will outline the range of sanctions he is considering and will then or at a later meeting if requested, hear mitigating circumstances and consider the pupil's academic and disciplinary record before deciding on the sanction.
 - 2.7 Review: If the pupil is permanently excluded, s/he and his/her parents will be offered a Governors' Appeal, as outlined in the School's *Exclusions Policy*. His/her suspension may be continued in the interim.

3 Supportive regime agreement

See appendix.

4 Changes in the procedure

It may be necessary to change the testing procedure from time to time. Any changes shall be authorised only by the Headmaster and shall come into force on the date designated by him (which may be immediate). Significant amendments to the procedure will be published as soon as is practical.

Appendix: Supportive regime

Full name of pupil	
Date	
Pupil's date of birth	
Age now	
<p>I have made a voluntary admission of having used a controlled drug or substance in breach of the School's policy and disciplinary rules.</p> <p>As an alternative to permanent exclusion, the Headmaster has offered me a supportive regime under which:</p> <p>For the remainder of this term and for a period agreed by the Headmaster, without obligation on the part of the School, I may at any time be asked to undertake a drugs test for analysis in accordance with the procedures described in the attached policy which I have read and understood.</p> <p>I understand that I may be asked to undertake a drugs test at any reasonable time even though no grounds exist at that time to suspect that I have been involved with drugs or substances.</p> <p>I agree to be subject to this regime and to co-operate with the School in every respect. I understand that the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this regime.</p> <p>I also understand that if without good reason I fail to co-operate with this regime or if a test proves positive I would almost certainly be required to leave the School.</p>	
Signed	

Declaration of parents / guardian / education guardian

I / We the undersigned have read the School's Drugs Testing Policy, and this Appendix. For my / our part, I / we accept the Headmaster's offer of a supportive regime for the above named pupil, as described above.

I / We undertake to co-operate with the regime in all respects and to pay the laboratory charges for each test.

Signed	Signed
Full name	Full name
Relationship to pupil	Relationship to pupil
Date	Date