

North London Collegiate School



Founded 1850

SMOKING, ALCOHOL AND DRUGS POLICY

Policy Lead	Deputy Head, Pastoral, and Head of Junior School
Reviewed By	Deputy Head, Pastoral, and Head of Junior School
Review Completed	April 2023
Authorised By	Senior Team
Date of Authorisation	25 th March 2024
Date of Next Review	February 2026
Governing Body Committee with oversight	Pastoral, Safeguarding and Compliance with EDI Committee

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1. Introduction

- 1.1 This policy relates to the possession and consumption of alcohol, electronic cigarettes and tobacco and the misuse of controlled drugs and other substances, and applies to all pupils at North London Collegiate School (the School) irrespective of their age.
- 1.2 The School operates a smoke and vape free policy within its buildings, grounds and vehicles. The total smoking and vaping ban applies to the whole School community including employees, parents, visitors, members of the public and others working in or using the School's premises or vehicles.
- 1.3 This policy must be read in conjunction with the following which are available on the School [website](#):
- Behaviour Policy
 - Safeguarding and Child Protection Policy
- 1.4 This policy applies to the whole school from Early Years Foundation Stage (EYFS) to Sixth Form.
- 1.5 This policy is available on the School website.
- 1.6 Copies of the above are held at the Senior School Office for consultation by parents. You may also email the School at Office@nlcs.org.uk to request hard copies which can be made available in large print or other accessible format if required.

2. Aims and objectives

- 2.1 The School aims and objectives 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 prevent smoking in and out of School
 - to keep drugs out of the School
- 2.2 The School educates pupils to understand the effect and risks associated with alcohol and tobacco in relation to their health and wellbeing, 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. The School also educates by means of personal development courses, through the use of external speakers, by example and by discussion.

2.3 The School encourages pupils to discuss in confidence any anxieties they may have about the use of tobacco, alcohol or drugs and substance abuse with a member of staff or the School Counsellors. Matters brought into counselling by pupils or parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions, but a pupil who contravenes this policy will face disciplinary sanctions.

3. Statutory and regulatory framework

3.1 This policy complies with and/or has regard to the following:

- Keeping Children Safe in Education (September 2023)
- The Education (Independent School Standards) Regulations (2014)
- DfE and ACPO Drug advice for schools (September 2012)

4. Scope and responsibilities

4.1 This policy applies at all times when a pupil is:

- in or at School
- representing the School
- travelling to or from School
- on School trips
- associated with the School at any time

4.2 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or wellbeing of a member of the School community or a member of the public
- have repercussions for the orderly running of the School
- bring the School into disrepute

4.3 The procedures and sanctions referred to within this policy may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain procedures can only be carried out during term time.

5. Definitions

5.1 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits). This policy covers the obtaining, possessing, consuming, and supplying of alcohol.

5.2 **Biological sample:** means a sample of breath, saliva, hair or urine provided by pupil in accordance with the procedures set out in this policy.

5.3 **Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, "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.

5.4 **Tobacco and Vaping** means any tobacco-related product and paraphernalia including

cigarettes, cigars and pipes, and any other smoking related products such as nicotine substitutes, electronic cigarettes or other vaping device.

6. School Rules

6.1 The Rules forbid a pupil from:

- smoking inside or outside the School, being in possession of tobacco while in the care of the School or supplying tobacco to other pupils
- any possession, use or supply of drugs and substances
- bringing alcohol onto School premises or being in unsupervised possession of alcohol or obtaining or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School
- bringing the School into disrepute for any reason associated with tobacco, vaping, alcohol 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.

7. Detection

7.1 Every complaint, report, or observation in relation to tobacco, vaping, or alcohol 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.

8. Sanctions

8.1 In determining which sanction shall be applied the School shall have regard to all circumstances relating to the pupil including whether the pupil is on an Individual Care Plan (ICP) or if there are pastoral concerns about the pupil. In such cases the School may consult with parents (and others) before reaching a final sanction and may impose an intermediate lesser sanction until that process has concluded.

8.2 Tobacco, vaping and alcohol: Sanctions will be applied in accordance with the School's Behaviour Policy. For a serious breach or persistent minor breaches, a pupil may be required to leave the School permanently.

8.3 Drugs: The possession or use of any illegal substances in School or on a school journey is viewed as a most serious offence and all sanctions, including expulsion, will be considered. The selling or distribution of drugs is liable to be reported to the police and the offender expelled.

9. Staff Training

9.1 Staff will be trained from time to time on how to recognise and manage issues involving tobacco, alcohol, drugs and substances.

10. Parents

- 10.1 If Parents attending School appear to be under the influence of alcohol, drugs or other substances, they will be asked to leave and the member of staff making the request should immediately refer the matter to the Designated Safeguarding Lead (DSL).
- 10.2 If a member of staff suspects that a parent has driven whilst under the influence of drugs or alcohol, the member of staff should report the matter to the DSL or a member of the Senior Team who may telephone the police.
- 10.3 If the DSL 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.

11. Searches for tobacco, vapes, alcohol, drugs and substances

11.1 Searches with consent:

School staff can search pupils for tobacco, vapes, alcohol, drugs or substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil can give consent.

11.2 Searches without consent:

The Head and staff authorised by the Head may search a pupil or a pupil's possessions without their consent where they have reasonable grounds for suspecting that a pupil has tobacco, vapes, alcohol, drugs or substances in their possession. See paragraph 5.8 of the School's Behaviour Policy on searching and confiscation.

11.3 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.

12. Testing

12.1 Biological sample:

The School reserves the right to request a test giving a biological sample undertaken by an external testing laboratory in cases where there is suspicion of alcohol or involvement with drugs or substances.

12.2 Sanction:

If the Head'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 Head will consult the parents and outline the range of sanctions she is considering, hear mitigating circumstances and consider the pupil's academic and disciplinary record, and the extent to which the pupil has co-operated before deciding on the sanction.

12.3 Review:

If the pupil is removed or expelled, the pupil and her parents have the right to request a review of the decision in accordance with the School's Terms and Conditions, which are available on the School website.

13. Monitoring and review

13.1 The Head and Senior Team will regularly monitor and evaluate the effectiveness of this policy.

13.2 The policy will be reviewed by the Deputy Head (Pastoral) and Head of Junior School following any serious incident involving pupils and alcohol, vapes or drugs and substances.

13.3 The policy will be subject to review every two years (or more frequently if changes to legislation, regulation or statutory guidance so require) by the Deputy Head (Pastoral) and Head of Junior School.

13.4 The policy will be subject to review every two years (or more frequently if changes to legislation, regulation or statutory guidance so require) by the relevant committee of the Governing Body.

13.5 The date of the next review is shown on the front page.