



AYLESBURY
GRAMMAR SCHOOL
Founded 1598

SMOKING, ALCOHOL & THE MISUSE OF DRUGS & SUBSTANCES POLICY

This policy is updated and approved by the Governing Body every five years

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The next update will be due by December 2026

SIGNED: _____

Richard Williams (Chair of Governors)



POLICY ON SMOKING, ALCOHOL & THE MISUSE OF DRUGS & SUBSTANCES

Contents

1	Aims	3
2	Scope and application.....	3
3	Regulatory framework.....	4
4	Publication and availability	5
5	Definitions.....	5
6	Responsibility statement and allocation of tasks.....	6
7	Smoking policy	7
8	Prohibitions on smoking, alcohol, drugs and substances.....	7
9	Education and instruction	8
10	Advice and assistance	8
11	Risk assessment.....	8
12	Investigation	9
13	Police involvement.....	9
14	Sanctions	10
15	Training.....	10
16	Record keeping	10
17	Version control.....	11

Appendix

Appendix 1	Supportive regime	12
Appendix 2	Declaration of parent / education guardian.....	13
Appendix 3	Useful organisations.....	14

1 Aims

- 1.1 This is the policy on smoking, alcohol and the misuse of drugs and substances of Aylesbury Grammar School (School).
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to promote safety, welfare and good physical and mental health of students, staff and the wider school community;
 - 1.2.2 to increase understanding amongst students and parents about the implications, legal responsibilities and possible consequences of use and misuse of tobacco, alcohol, drugs and substances;
 - 1.2.3 to prevent smoking and the misuse of tobacco, alcohol, drugs and substances in and out of the School;
 - 1.2.4 to provide clear guidance and procedures for dealing with drug related incidents so that students, staff, parents and governors are all aware of the disciplinary procedure relating to incidents involving misuse of tobacco, alcohol, drugs and substances;
 - 1.2.5 to reduce the risk of alcohol, drug and substance related misconduct in and out of the School;
 - 1.2.6 to maintain a smoke-free environment where smoking (as defined below) is prohibited and keep unauthorised tobacco, alcohol, drugs and substances out of the School;
 - 1.2.7 to actively promote the rule of law; and
 - 1.2.8 to help create a culture of safety, equality and protection where staff and parents are able to discuss the topic of drugs with students in an informed, helpful and non-prejudicial way.

2 Scope and application

- 2.1 This policy applies to the whole School.
- 2.2 This policy applies to all students at the School and at all times when a student is:
 - 2.2.1 in or at school;
 - 2.2.2 representing the School or wearing school uniform;
 - 2.2.3 travelling to or from the School;
 - 2.2.4 on School-organised trips;
 - 2.2.5 associated with the School at any time.
- 2.3 This policy shall also apply to students at all times and places in circumstances where failing to apply this policy may:
 - 2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public;
 - 2.3.2 have repercussions for the orderly running of the School; or

2.3.3 bring the School into disrepute.

2.4 This policy applies to the:

2.4.1 Possession (as defined below);

2.4.2 Use / consumption (as defined below);

2.4.3 Supply (as defined below);

of tobacco, alcohol, drugs and substances (as defined below), whether or not the activity may constitute a criminal offence.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under the:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 Education and Skills Act 20

3.1.3 Children Act 1989;

3.1.4 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and

3.1.5 Equality Act 2010;

3.1.6 Children and Social Work Act 2017

3.1.7 Smoke-free (Premises and Enforcement) Regulations 2006; and

3.1.8 The Relationships Education, Sex and Relationships Education and Health Education (England) Regulations 2019

3.2 This policy has regard to the following guidance and advice:

3.2.1 Testing for substance misuse in schools (Medical Officers of Schools Association, June 2020);

3.2.2 DfE and ACPO drug advice for schools (Department for Education and Association of Chief Police Officers, September 2012); and

3.2.3 Searching, screening and confiscation: advice for schools (DfE, January 2018).

3.2.4 Drug penalties guidance (Gov.uk)

3.2.5 Relationships education, relationships and sex education and health education statutory guidance (DfE, June 2019)

3.3 Further sources of useful organisations are set out at Appendix 3

3.4 The following School policies, procedures and resource materials are relevant to this policy:

3.4.1 Behaviour Policy;

3.4.2 Child Protection Policy;

3.4.3 Home School Agreement

3.4.4 Codes of Conduct for School Visits and Educational Visits Policy

- 3.4.5 PSHE Policy
- 3.4.6 Learning and Teaching Policy
- 3.4.7 Supporting Students with Medical Needs
- 3.4.8 Pastoral Care Policy

4 Publication and availability

- 4.1 This policy is published on the School's website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Headmaster's PA during the school day.
- 4.4 This policy can be made available in large print or another accessible format if required.

5 Definitions

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the **Proprietor** are references to the Governing Body (who are the Trustees) of Aylesbury Grammar School.
 - 5.1.2 **Alcohol** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).
 - 5.1.3 **Drugs and substances:** for the purpose of this policy these terms mean controlled drugs; psychoactive substances; substances intended to resemble drugs and/or the paraphernalia of drugs, such as (without limitation) any equipment, product or accessory intended or modified for making, using or concealing drugs; "legal" drugs i.e. those 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 inhalation and/or misuse.
 - 5.1.4 References to **Parent** or **Parents** means the natural or adoptive parents of the student (irrespective of whether they are or have ever been married, with whom the student lives, or whether they have contact with the student) as well as any person who is not the natural or adoptive parent of the student, but who has care of, or parental responsibility for, the student (e.g. legal guardian).
 - 5.1.5 References to **school days** mean Monday to Friday, when the School is open to students during term time. The dates of terms are published on the School's website.
 - 5.1.6 **Tobacco** means any tobacco-related product and / or paraphernalia including cigarettes, cigars and pipes and any other smoking related products such as tobacco and cigarette papers, nicotine and nicotine substitutes, e-liquids, electronic cigarettes, cig-a-likes and vapourising devices.
 - 5.1.7 **Smoking** means smoking tobacco or anything containing tobacco, or smoking any other substance in a form in which it could be smoked. For the purpose of this policy, smoking also refers to the smoking or vaping of e-cigarettes, cig-a-likes, or electronic vapourisers.

- 5.1.8 **Possession** means any items over which the student has or appears to have control – this includes clothing, desks, lockers and bags.
- 5.1.9 **Supply** means providing or sharing (whether or not for money or other consideration) or facilitation of supply e.g. sale, exchange or sharing. It also includes the promotion / advertisement of supply.
- 5.1.10 **Use** means the taking / consumption of tobacco, alcohol, drugs or substances.
- 5.1.11 **Misuse** means the unauthorised taking / consumption of tobacco, alcohol, drugs or substance through which harm could occur and / or is in breach of the School rules and / or the law.
- 5.1.12 **Substance abuse** means alcohol consumption or drug / substance taking which harms health and may be part of a wider spectrum of problematic or harmful behaviour.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:
 - 6.2.1 eliminate discrimination, harassment, victimisation and other conduct that is prohibited by the Act;
 - 6.2.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - 6.2.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	The Deputy Headteacher/DSL	Every 5 years
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	The Deputy Headteacher/DSL	Every 5 years
Seeking input from interested groups (such as students, staff, Parents) to consider	The Deputy Headteacher/DSL	Every 5 years

Task	Allocated to	When / frequency of review
improvements to the School's processes under the policy		
Formal annual review	Proprietor	Every 5 years
Overall responsibility for content and implementation	Proprietor	Every 5 years

7 Smoking policy

- 7.1 The School operates a smoke free policy and a total smoking ban within its buildings, grounds and vehicles.
- 7.2 The total smoking ban applies to the whole School community including students, employees, volunteers, Parents, visitors, members of the public and others working in or using the School's premises or vehicles and in the circumstances set out in paragraph 2 of this policy.

8 Prohibitions on smoking, alcohol, drugs and substances

- 8.1 Students are forbidden from:
- 8.1.1 smoking on School site or under the jurisdiction of the School, being in possession of tobacco while in the care of the School or supplying tobacco to other students;
 - 8.1.2 bringing alcohol onto School premises or being in 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 without prior consent from a member of staff (see Code of Conduct for Sixth Form Visits);
 - 8.1.3 any manufacture, possession, use or supply of drugs and substances;
 - 8.1.4 bringing the School into disrepute for any reason associated with tobacco, alcohol or drugs and substances, whether or not the student is in the care of the School at the time.
- 8.2 Parents
- 8.2.1 If a Parent attending School premises appears to be under the influence of alcohol, drugs or substances, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead.
 - 8.2.2 If a member of staff suspects that a Parent has driven or will drive whilst under the influence of alcohol, drugs or substances, the member of staff should report the matter to the Designated Safeguarding Lead or a member of the senior management team who may telephone the police.
 - 8.2.3 If the Designated Safeguarding Lead reasonably believes that a child is at immediate risk of harm from a Parent who is under the influence of alcohol, drugs or substances, the child will not be released into the care of the Parent and the School's child protection procedures will be followed.

9 Education and instruction

- 9.1 The education of students about alcohol, tobacco, drugs and substances and their dangers forms part of the School's programme of relationships and sex education (RSE) and health education personal, social and health education (PSHE), Speakers Programme and within the framework of the overall pastoral care policy. It includes classroom teaching, group discussions and talks by experts from outside the School.
- 9.2 The School educates students to understand:
 - 9.2.1 the effect and risks associated with alcohol, tobacco and drugs in relation to their health and well-being and the law; and
 - 9.2.2 possible criminal offences relating to their use.
- 9.3 All members of staff receive training about alcohol, tobacco, drugs and substances so that they are alert to the warning signs of drug misuse and can respond appropriately when students seek advice or assistance.
- 9.4 The School is alert to the potential need for early help for a child who misuses drugs or alcohol. A member of staff who has any concern about a student's welfare, or considers that a student may benefit from early help, should report this to the Designated Safeguarding Lead in accordance with the School's Safeguarding and Child Protection policy and procedures.
- 9.5 If a parent reports their child as a user of nicotine, alcohol, drugs or substances or a student themselves does so and asks for help, the student is likely to be given at least one opportunity to reform their behaviour with appropriate support.

10 Advice and assistance

- 10.1 Students are encouraged to discuss their anxieties about alcohol, tobacco, drugs and substances in confidence with a member of staff or another responsible adult. They also have access to information about outside agencies able to provide advice, support and assistance. Accredited counselling services can be recommended by the School to a student in appropriate circumstances, after consultation with his / her parents.
- 10.2 Parents themselves are asked to inform the Designated Safeguarding Leads, Head of Year or Head of Section if they have any reason to think that their child may have been involved with alcohol, tobacco, drugs and substances, so that suitable advice, support and assistance can be given. However, each case will be given careful consideration in light of its individual circumstances and the Headmaster will make a decision as to whether or not the School's disciplinary procedure is to be followed or, in addition or as an alternative, to request that the student submits to a supportive regime which may include: counselling and re-education.

11 Risk assessment

- 11.1 Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 11.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual student welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting student welfare will be systematic and student focused.

- 11.3 The Headmaster has overall responsibility for ensuring that matters which affect student welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 11.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Designated Safeguarding Leads who have been properly trained in, and tasked with, carrying out the particular assessment.

12 Investigation

- 12.1 Complaints, allegations or rumours or observations of student behaviour in relation to tobacco or alcohol or involvement with drugs and substances will be followed up and investigated in accordance with this policy and the procedures set out in the School's Behaviour Policy.
- 12.2 If the findings of the investigation support the allegation, complaint or rumour or observation of student behaviour, a disciplinary meeting will usually be held, in accordance with the procedures set out in the Behaviour Policy
- 12.3 Searches for tobacco, alcohol, drugs and substances
 - 12.3.1 School staff may search a student for tobacco, alcohol, drugs or substances with their consent. The member of staff will consider the student's age and other factors when determining whether the student is capable of giving their consent.
 - 12.3.2 A student may be searched without their consent for tobacco, alcohol, drugs or substances in accordance with the School's policy on searching and confiscation (see the procedures set out in the Behaviour Policy)
 - 12.3.3 The School works with outside agencies, including Switch Bucks and Thames Valley Police, and this includes visits involving drug search dogs.

13 Police involvement

- 13.1 The School must notify the police and/ or relevant agencies of actual or alleged criminal activity.
- 13.2 If the School suspects that a criminal offence has taken place in relation to the possession, use or supply of alcohol, drugs or substances, then consideration will be given to reporting this to the police and the relevant local authority.
- 13.3 If the police suspect that a student possesses or has stored drugs, substances or related paraphernalia, they may elect to investigate using their own procedures or may pass the matter back to the School to investigate.
- 13.4 If the School seizes a controlled drug, it must deliver the drug to the police as soon as reasonably practicable, or dispose of it if they believe there is a good reason to do so. Substances suspected to be controlled drugs will be dealt with in the same manner.¹
- 13.5 Other substances considered to be harmful or detrimental to good order and discipline will be confiscated. A member of the Senior Leadership Team will take account of all relevant

¹ In accordance with the law and recommendations set out in *Searching, screening and confiscation: advice for schools* (DfE, January 2018) and *DfE Drugs advice for schools* (September 2012)

circumstances and use their professional judgement to determine whether they can safely dispose of the seized substance.²

- 13.6 The School will retain, dispose or destroy tobacco, alcohol, smoking equipment.³

14 Sanctions

- 14.1 Where a student breaches any of the prohibitions set out in this policy, the Proprietor has authorised the Headmaster to apply any sanction which is appropriate and proportionate to the breach in accordance with the School's Behaviour policy. In addition, consideration will be given to appropriate support for the student, this may be in the form of an offer of counselling, drugs education support or support from an appropriate outside agency, where this is considered to be appropriate.

- 14.2 The following guidelines will apply:

14.2.1 **Tobacco and alcohol:** Sanctions will be applied in accordance with the School's Behaviour Policy. For a serious breach or persistent breaches, a student may be subject to a fixed term exclusion or permanent exclusion from the School.

14.2.2 **Drugs:** Sanctions will be applied in accordance with the School's Behaviour Policy. In serious cases, any student manufacturing or supplying drugs or substances should expect the most severe sanctions, which may impact on their ability to sit public examinations⁴.

15 Training

- 15.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers are alert to the warning signs of misuse, understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles and respond appropriately when students seek advice or assistance.
- 15.2 The level and frequency of training depends on the role of the individual member of staff.
- 15.3 The School maintains written records of all staff training.

16 Record keeping

- 16.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 16.2 Sensitive personal information about students is disclosed only on a "need to know" basis with careful attention to students' rights and needs.
- 16.3 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

² In accordance with the law and recommendations set out in *Searching, screening and confiscation: advice for schools* (DfE, January 2018)

³ In accordance with the law and recommendations set out in *Searching, screening and confiscation: advice for schools* (DfE, January 2018)

⁴ In accordance with the recommendations set out in DfE and ACPO drug advice for schools (DfE, June 2012) exclusion should not be the automatic response to a drug incident.

17 Version control

Date of adoption of this policy	December 2021
Date for next review of this policy	December 2026

Appendix 1 Supportive regime

Full name of student	
Date	
Student's date of birth	
Age now	
1	I have admitted to using a drug or substance in breach of the School's Behaviour Policy and Substance/Drugs/Alcohol Policy I have read and understood these documents.
2	The Headmaster has offered me a supportive regime which will include:
3	[To School: Please insert details as appropriate of the support that the school has in place in such circumstances]
4	
Signed	

Appendix 2 Declaration of Parents / Carers

I / We the undersigned have read the School's policy on drugs, alcohol and substances, and this Appendix. For my / our part, I / we accept the Headmaster's offer of a supportive regime for the above-named student, as described above.

I / We undertake to co-operate with the regime in all respects⁵.

Signed	
Full name	
Relationship to student	
Date	

Signed	
Full name	
Relationship to student	
Date	

⁵ Under paragraph 13 of the DfE's Exclusions guidance, a student cannot be excluded for any action of a student's parent. Therefore, if a parent fails to co-operate with the above, a student must not be sanctioned because of the parent's actions.

Appendix 3 Useful Organisations

If a student needs help, or knows somebody else who needs help, and does not wish to go through the school, the following organisations offer completely confidential advice and help:

- Way In: 01494 791177;
- National Drugs Helpline: 0800 776600;
- Switch Bucks 01494527000
- Bucks Drug and Alcohol Service: 01296 387034
- FRANK national drugs awareness campaign 0300 123 6600

Students are also encouraged to use the School Concern Form which can be found on the log in page of the School website.

Addaction is one of the UK's largest specialist drug and alcohol treatment charities. As well as adult services, they provide services specifically tailored to the needs of young people and their parents. The Skills for Life project supports young people with drug misusing parents. Website: www.addaction.org.uk

ADFAM offers information to families of drug and alcohol users, and the website has a database of local family support services. Tel: 020 7553 7640 Email: admin@adfam.org.uk Website: www.adfam.org.uk

Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and to increase the range and quality of services available to people with alcohol-related problems Tel: 020 7264 0510. Email: contact@alcoholconcern.org.uk Website: www.alcoholconcern.org.uk

ASH (Action on Smoking and Health) A campaigning public health charity aiming to reduce the health problems caused by tobacco. Tel: 020 7739 5902 Email: enquiries@ash.org.uk Website: www.ash.org.uk

Children's Legal Centre operates a free and confidential legal advice and information service covering all aspects of law and policy affecting children and young people. Tel: 01206 877910 Email: clc@essex.ac.uk Website: www.childrenslegalcentre.com

Children's Rights Alliance for England - A charity working to improve the lives and status of all children in England through the fullest implementation of the UN Convention on the Rights of the Child. Email: info@crae.org.uk Website: www.crae.org.uk

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/

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)

Drug Education Forum – this website contains a number of useful papers and briefing sheets for use by practitioners: Website: www.drugeducationforum.com/

DrugScope is a centre of expertise on illegal drugs, aiming to inform policy development and reduce drug-related risk. The website includes detailed drug information and access to the Information

and Library Service. DrugScope also hosts the Drug Education Practitioners Forum. Tel: 020 7520 7550 Email: info@drugscope.org.uk Website: www.drugscope.org.uk

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 Website: www.talktofrank.com

Mentor UK is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. Tel: 020 7739 8494. Email admin@mentoruk.org Website: www.mentoruk.org.uk

National Children's Bureau promotes the interests and well-being of all children and young people across every aspect of their lives. Tel: 020 7843 6000 Website: www.ncb.org.uk

Family Lives - A charity offering support and information to anyone parenting a child or teenager. It runs a free-phone helpline and courses for parents, and develops innovative projects. Tel: 0800 800 2222 Website: <http://familylives.org.uk/>

Re-Solv (Society for the Prevention of Solvent and Volatile Substance Abuse) A national charity providing information for teachers, other professionals, parents and young people. Tel: 01785 817885 Information line: 01785 810762 Email: information@re-solv.org Website: www.re-solv.org

Smokefree - NHS Smoking Helpline: 0800 169 0 169 Website: <http://smokefree.nhs.uk>

Stars National Initiative offers support for anyone working with children, young people and families affected by parental drug and alcohol misuse. Website: www.starsnationalinitiative.org.uk

Switch Bucks Service replaces Young Addaction and is an alcohol and drug service for children and young people in Buckinghamshire. Phone number: 01494 527000 and website: switchbucks@cranstoun.org.uk

Youth Offending Teams – Local Youth Offending Teams are multi-agency teams and are the responsibility of the local authority, who have a statutory duty to [prevent offending by young people under the age of 18. Website: <https://www.gov.uk/youth-offending-team>