



Independent School for Girls Aged 2 to 18  
and Boys Aged 2 to 11

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# SMOKING ALCOHOL AND THE MISUSE OF DRUGS AND SUBSTANCES POLICY

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Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Pupil Welfare

Next Review Date: September 2022

**PRINCIPAL:** Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.  
Clarence Drive • Harrogate • North Yorkshire • HG1 2QG **T:** +44 (0)1423 504543 **E:** [enquire@hlc.org.uk](mailto:enquire@hlc.org.uk) **www.hlc.org.uk**

**REGISTERED OFFICE:** Harrogate Ladies' College, Clarence Drive, Harrogate, North Yorkshire HG1 2QG.  
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Since 1893



## 1 Introduction

- 1.1 **Scope:** This policy has been authorised by the Governors and is available to parents and pupils on request. The policy relates to possession and consumption of alcohol and tobacco and the misuse of controlled drugs and other substances and applies to all pupils at Harrogate Ladies' College comprising Bankfield, Highfield and College (**the School**) irrespective of their age. The policy may also apply at times when a pupil is not in the care of the School. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Some of the procedures can only be carried out during term time.
- 1.2 **Alcohol:** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming, and supplying alcohol.
- 1.3 **Drugs and substances:** means controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs (including "legal highs") 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 also includes any prescription drug, which has not been medically prescribed for the individual using it. This policy covers the possession, use and supply of such substances.
- 1.4 **Tobacco:** means any tobacco-related product and paraphernalia including cigarettes, cigars and pipes and any other smoking related products such as nicotine substitutes and electronic cigarettes.
- 1.5 **Smoke Free Policy:** The School operates a smoke free policy within its buildings, grounds and vehicles. The total smoking 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.

## 2 Policy

- 2.1 **Aims:** The central aims of this policy are:
  - 2.1.1 to promote safety, welfare and good physical and mental health;
  - 2.1.2 to promote a mature and moderate approach to the use of alcohol;
  - 2.1.3 to reduce the risk of alcohol-induced misconduct in and out of School;
  - 2.1.4 to prevent smoking in and out of School;
  - 2.1.5 to keep drugs out of the School.
- 2.2 **Education:** We have extensive education built into our PSHE programme, that focus on the effect and risks associated with alcohol and tobacco in relation to their health and well-being and will offer informed medical advice. Pupils are informed about the law surrounding such substances and that the use of illegal drugs is or may be a criminal offence and will be harmful to the health, integrity, independence, opportunities and careers, and will damage the society in which they live.

*This policy applies to all members of our school community, including boarders and those in our EYFS setting.*



- 2.3 **Pastoral care:** We encourage pupils to discuss in confidence any anxieties they may have about use of tobacco, alcohol or drugs and substance abuse with a member of staff, the Health Centre Staff or the School Counsellor. Matters brought into counselling by a pupil or his / her parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions, but a pupil who contravenes this policy will face disciplinary sanctions.
- 2.4 **School Rules:** 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 society, therefore Sixth Form pupils over the age of 16 are permitted to consume alcohol, when accompanied by food, under staff supervision on special occasions approved by the Principal. On such occasions, a senior member of staff will be in charge of the event and will be responsible for the distribution of alcohol in accordance with the appropriate limit; the senior member of staff will monitor carefully any pupil who is drinking. When a pupil joins the Sixth Form, parents have the opportunity to 'opt out' of their daughter being served alcohol at any such event.
- 2.5 In all other cases, the following rules apply. Pupils are forbidden from:
- 2.5.1 Smoking or vaping inside or outside the School, being in possession of tobacco or vaping equipment while in the care of the School or supplying tobacco or vaping equipment to other pupils;
  - 2.5.2 any possession, use or supply of drugs and substances;
  - 2.5.3 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;
  - 2.5.4 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.
- 2.6 **Detection:** Every complaint, report, or observation in relation to tobacco 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.
- 2.7 **Sanctions:**
- 2.7.1 **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.
  - 2.7.2 **Drugs: Anyone supplying drugs must expect to be expelled immediately even if he / she is about to sit public examinations.** Anyone possessing or using drugs must also expect to be expelled but in exceptional cases, a supportive regime (see



Appendix 3) may be offered as an alternative to expulsion. The Principal is not obliged to offer a supportive regime.

- 2.8 **Staff Training:** Staff will be trained on how to recognise and manage issues involving tobacco, vaping, alcohol, drugs and substances.
  - 2.9 **Parents:** If Parents attending School premises appear to be under the influence of drugs or substances or alcohol, 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 for child protection. If a member of staff suspects that a parent has driven or will drive whilst under the influence of drugs or alcohol, 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. 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 or drugs, the child will not be released into the care of the parent and the School's child protection procedures will be followed.
- 3 Searches for tobacco, vaping equipment, alcohol, drugs and substances (see the DfE [Searching, screening and confiscation guidance](#))**
- 3.1 **Searches with consent:** School staff can search pupils for tobacco, vaping equipment, 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 is capable of giving his / her consent.
  - 3.2 **Searches without consent:** The Principal and staff authorised by the Principal may search a pupil or a pupil's possessions without their consent where they have reasonable grounds for suspecting that a pupil has tobacco, alcohol or drugs or substances in their possession. See Appendix 4 of the School's Behaviour Policy on searching and confiscation.
  - 3.3 **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.
- 4 Testing**
- 4.1 **Biological sample:** A pupil suspected of unauthorised consumption of alcohol or involvement with drugs or substances may be asked to give a biological sample. The reason for this policy is:
    - 4.1.1 to deter breaches of School discipline;
    - 4.1.2 to identify users;



4.1.3 to absolve those who have been wrongly suspected.

Reason to suspect alcohol consumption or use of drugs or substances may arise as a result of information or a complaint received or because of a pupil's behaviour or demeanour.

- 4.2 **Informed consent:** The relevant consent to a test is that of the pupil rather than the parents, even if the pupil is under 16 years of age, provided he / she is of sufficient maturity and understanding and gives his / her informed consent in writing. The member of staff leading the investigation will determine whether or not the pupil is able to provide this consent and may request the additional opinion of a medically qualified member of staff.
- 4.3 **Notifying parents:** Reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a urine sample and the reasons for that requirement.
- 4.4 **Alcohol:** See Appendix 1 for details of the testing procedure for alcohol.
- 4.5 **Drugs and substances:** See Appendix 2 for details of the testing procedure for drugs and substances.
- 4.6 **Refusal:** If a pupil refuses to provide a biological sample he / she will be asked to say why he / she has refused. The School will be entitled to draw inferences from his / her response and general demeanour. If a parent's consent is required and they refuse to consent to their child providing a biological sample, the School may draw inferences from the pupil's general demeanour.
- 4.7 **Confidentiality and data protection:** Sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs.

## 5 Subsequent action

- 5.1 **Procedure:** The School will treat a positive test, although not infallible, as evidence that the pupil has consumed alcohol or been using drugs or substances, as appropriate. Where there is a positive test, or where the pupil refuses to provide a sample to be tested, a meeting will be arranged at which:
- 5.1.1 the pupil will be asked to attend a meeting with the Principal (or, in her absence, the Senior Deputy ) with his / her parents or a member of the School staff chosen by him / her to assist him / her
- 5.1.2 all relevant evidence, including the positive test result where applicable, will be put to the pupil and he / she will be invited to respond;
- 5.1.3 his / her response will be heard and considered and further enquiries will be made if necessary.



When the investigation has been concluded, outside of the meeting if necessary, the Principal will, on the civil standard of proof, namely, the "balance of probabilities", make a finding of fact based on the evidence and supported by reasons in accordance with the School's disciplinary policy.

- 5.2 **Sanction:** If the Principal'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 Principal will consult the pupil(s) and outline the range of sanctions he / she is considering, hear mitigating circumstances and consider the pupil's academic and disciplinary record and the extent to which he / she has co-operated, before deciding on the sanction.
- 5.3 **Review:** If the pupil is Expelled or Removed, he / she and his / her parents have the right to request a Review of the decision in accordance with the School's Expulsion, Removal and Review Policy.

## 6 Monitoring

- 6.1 This policy will be reviewed:
- following any serious incident involving pupils and alcohol or drugs and substances
  - following the issue of any new guidance from the Department for Education (DfE)
  - in any event, every three years.

The review will be carried out by the Senior Deputy who will also evaluate the effectiveness of education on these matters in the School. A report will be made to the Governors who will authorise any necessary amendments.



### Appendix 1 Testing for alcohol

- 1 **Method of use:** Only members of staff who have received training will be authorised to administer the breathalyser or supervise the drugs testing equipment. In general, they will be members of the Senior Management Team.
- 2 **Refusal:** If a pupil refuses to provide a sample of breath the pupil may be asked to supply, under medical supervision, a urine sample for analysis in accordance with the drug testing procedures (see Appendix 2).
- 3 **Record:** A written record will be kept when a pupil is asked to take a test and its outcome will be recorded.



### Appendix 2 Testing for drugs

- 1 **Urine sample:** If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs or substances, he / she may be asked to supply, under medical supervision, a urine sample for analysis.
- 2 **Medical supervision:** The urine sample will be taken under medical supervision, normally by a member of the school medical staff. A member of the School staff will be present. All due care will be taken to respect the pupil's privacy and human rights.
- 3 **Testing procedures:** These will be in accordance with the collection and testing procedures of the external provider chosen by the School, which will be explained to both the pupil and her parents and/or guardian prior to the test taking place.
- 4 **Medical record:** The outcome of the test, whether positive or negative, will not form part of the pupil's permanent medical record.
- 5 **Outcome:** When the School receives the laboratory report:
  - 5.1 reasonable attempts will be made to notify a parent by telephone;
  - 5.2 if the result is negative, the second sample will be destroyed immediately;
  - 5.3 if the result is positive, the second sample will be made available for independent analysis.





**Appendix 3 Supportive regime**

<b>Full name of pupil</b>	
<b>Date</b>	
<b>Pupil's date of birth</b>	
<b>Age now</b>	
<p>1 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>2 As an alternative to expulsion, the Principals have offered me a supportive regime under which:</p> <p style="padding-left: 20px;">2.1 for the remainder of this term and the next three school terms, without obligation on the part of the School, I may at any time be asked to provide a [● urine] sample under medical supervision for analysis in accordance with the procedures described in the attached policy which I have read and understood;</p> <p style="padding-left: 20px;">2.2 I understand that I may be asked to provide a urine sample at any reasonable time even if no grounds exist at that time to suspect that I have been involved with drugs or substances.</p> <p>3 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>4 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>	
<b>Signed</b>	



## Smoking Alcohol and the Misuse of Drugs and Substances Policy

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### Declaration of parents / guardian / education guardian

I / We the undersigned have read the School's Policy on Smoking, Alcohol, Drugs and Substances and this Appendix. For my / our part, I / we accept the Principal'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 which I / we understand to be less than £[● amount] plus VAT per test.

<b>Signed</b>	
<b>Full name</b>	
<b>Relationship to pupil</b>	
<b>Date</b>	

<b>Signed</b>	
<b>Full name</b>	
<b>Relationship to pupil</b>	
<b>Date</b>	