



## Alcohol, smoking and vaping policy

### 1. Introduction

This paper is written for staff, pupils and parents to clarify the school's policy, support and sanctions in the event of a pupil being possession, in the presence or under the influence of alcohol, tobacco or other inhaled substances whilst in the care of the school. This document should be read in conjunction with Haileybury's policy regarding illegal drugs and controlled substances: the Drug Testing policy.

It is illegal to sell alcohol, cigarettes and vaping devices to minors. For the purpose of this document vaping refers to inhalation and/or the exhalation from an electronic or similar device. These produce a vapour which might or might not include nicotine. As a result no pupil is able to smoke or vape whilst in the care of Haileybury staff or anywhere in the Haileybury grounds. Pupils in the Sixth Form, who are over 16 are able to consume alcohol in restricted settings; pupils who are over 18 have an increased number of settings where this is possible. Education in the use and abuse of alcohol is a matter we take seriously at Haileybury. This issue is addressed in the PHSE programme, tutorial programme, during Biology lessons and during informal time in the houses. There is also a programme of education directed towards enabling pupils to make informed and responsible choices on the issue of smoking and vaping.

In line with current policy and practice, as a workplace, Haileybury is predominantly a no smoking campus where employees may only smoke or vape in certain designated areas.

### 2. Smoking and vaping

- 2.1 Any pupil found to be smoking or vaping will be offered support from the School Counsellor or Health Centre in addition to receiving the disciplinary sanctions stated
- 2.2 Pupils found to have been smoking or vaping outside will face sanctions as outlined in the bullet below and 2.5.
- 2.3 Pupils found to have smoking or vaping paraphernalia in their possession (e.g. cigarettes, matches, papers, e-cigarettes, pipes, vaping liquid) will face sanctions as outlined in the bullet below and 2.5.
- 2.4 Pupils found to be in the presence of those smoking and/or vaping will face the same sanctions as those who are smoking and/or vaping as outlined in the bullet below and 2.5.
  - Level 3 Detention - 7:00 to 10:00pm for the first two smoking and/or vaping offences (see Points 2.2 to 2.4) with no aggravating circumstances. All Saturday detentions will be discussed and agreed upon by the relevant HM, Proctor and Deputy Master. Parents of pupils concerned will be informed of any Saturday Detention by the HM.
- 2.5 Any smoking and/or vaping offender can be sent home for a period at the Master's discretion.
- 2.6 Pupils found to have been smoking or vaping inside a building (school or other) whilst in the care of Haileybury staff will be suspended for a period of time at the Master's discretion on the first offence. If there is a second offence, then that pupil would be likely to face permanent exclusion from the school. This more serious set of sanctions stems from the fact that smoking or vaping inside a building present a fire hazard and is the accepted rule for communal/public indoor spaces among other reasons.
- 2.7 Pupils found to have bought or supplied smoking or vaping equipment for other pupils will be suspended for a period of time at the Master's discretion on the first offence. NB. Any pupils found in possession of a large quantity of smoking or vaping paraphernalia will be treated as a supplier. If there is a second offence, then that pupil would be likely to face permanent exclusion from the school.
  - Suspension - A third smoking and/or vaping offence automatically results in a suspension as does a smoking and/or vaping inside a building offence, or the supply of smoking and/or vaping paraphernalia. Parents of pupils concerned will be informed of any suspension by the Master.
- 2.8 Pupils who persist in offending regarding smoking and/or vaping face permanent exclusion at the Master's discretion.

### 3. Permitted contexts for limited alcohol consumption and the groups in each context

- 3.1 School functions for the Sixth Form:
  - The Master or Deputy Master can decide whether at a function pupils in the Sixth Form who are over the age of 16 may be offered beer, wine or champagne, never spirits.

- When an alcoholic drink is provided to pupils it should be in limited, controlled and supervised conditions and should be accompanied by some form of food, ideally a meal or substantial snack.
  - The number of drinks that a pupil has must be tracked carefully on each occasion in line with the advice from the Deputy Master.
  - Before and after events, HMs may breathalyse pupils in line with point 5 below.
- 3.2 Members of staff must seek written permission from the Master or Deputy Master to supply alcohol in a school or house context, guidelines will be issued in line with the bullets under point 3.1.
  - 3.3 An HM meeting with their Upper Sixth: Pupils in the Upper Sixth Form who are over the age of 16 should only be offered beer, wine or champagne, never spirits. These occasions should be no more than once weekly, and controlled by the HM and in line with the bullets under point 3.1.
  - 3.4 With their HM's permission members of the Upper Sixth who are over 18 may have a meal in Hertford with two small beers or two small glasses of wine. HMs are required to spend time with those pupils on their return to verify the alcohol consumption is within the limits permitted. A breathalyser may be used.
  - 3.5 College Prefects may visit the College Arms on a Friday night with the Deputy Master's permission. The Deputy Master's guidelines, explained to each pupil, must be followed.
  - 3.6 Haileybury staff supervising functions outlined in 3.1 to 3.3 should not consume more than the legal driving limit of alcohol, in order to ensure they are able to function at the required and expected level during an emergency, and provide the regular duty of care to the pupils they are responsible for.

#### **4. Alcohol**

- 4.1 Any pupil found to be abusing alcohol will be offered support from the School Counsellor or Health Centre in addition to receiving the disciplinary sanctions stated.
- 4.2 Pupils found to have been drinking alcohol outside of the bounds of point 2 above will face the sanctions as outlined below unless there are aggravating circumstances (see 4.6 and 4.7).
- 4.3 Pupils found to have alcohol in their possession will face sanctions as outlined below.
- 4.4 Pupils found to be in the presence of those drinking alcohol out of the bounds of point 2 above will face the same sanctions as those who are drinking outlined below.
- 4.5 Pupils who return to school from time at home or at another venue out of the school's care under the influence of alcohol will face the sanctions as outlined below unless there are aggravating circumstances (see 4.6 and 4.7).
  - Level 3 Detention - 7:00 to 10:00pm for the first two alcohol offences with no aggravating circumstances (See Points 4.2 to 4.5). All Saturday detentions will be discussed and agreed upon by the relevant HM, Proctor and Deputy Master. Parents of pupils concerned will be informed of any Saturday Detention by the HM.
- 4.6 Pupils that require treatment by the Health Centre following the consumption of alcohol face a more serious sanction which may include suspension for a period of time at the Master's discretion. This includes pupils who might have consumed alcohol initially under the terms of Points 2.1, 2.3 or 2.4.
- 4.7 Pupils in possession of, or having consumed spirits, or in possession of a large quantity of alcohol and/or older pupils found to have supplied alcohol to younger pupils will be suspended for a period of time at the Master's discretion on the first offence. If there is a second offence, then that pupil would be likely to face permanent exclusion from the school. .
  - Suspension - Any alcohol offender can be sent home for a period of time at the Master's discretion. A third alcohol offence automatically results in a suspension as do the supply of alcohol to younger pupils, or the consumption of spirits. Parents of pupils concerned will be informed of any suspension by the Master.
- 4.8 Pupils who persist in offending regarding alcohol face permanent exclusion at the Master's discretion.

#### **5. Procedures**

- 5.1 Any evidence or concern that an HM has regarding a pupil drinking alcohol, smoking or vaping should be reported to the Proctor using CPOMS. Any pupils who require treatment at the Health Centre should, once safely admitted, be reported to the Proctor via CPOMS. The Proctor is responsible for liaising with the Master and Deputy Master.
- 5.2 All HMs are provided with breathalysers and random testing is acceptable. On 'in weekend' evenings HMs should breathalyse a random sample of Sixth Form pupils before any alcohol is served; furthermore a random sample of other members of the house may be breathalysed before a social event and following their return to House. The Deputy Master and Proctor will confirm arrangements regarding breathalysing pupils.

- 5.3 If there is a concern that a pupil may be at risk as a result of having consumed alcohol they must be accompanied by an adult to the Health Centre. If the incident is discovered at night, HMs should phone ahead to the Health Centre to alert the member of staff on duty.
- 5.4 Where a pupil is found in circumstances which suggest that he or she has consumed alcohol other than in accordance with the detail set out in Point 2, the pupil may be required to provide a sample of breath. This includes pupils who return to school on a Sunday evening where their behaviour indicates they have been consuming alcohol. A positive test (any reading above 0% BAC) will result in sanctions being imposed, as referred to in Point 3.
- 5.5 Refusal or failure to produce a sample of breath may result in sanctions being imposed in the same way as if a positive sample was provided.
- 5.6 Government guidelines allow schools to search pupils and their possessions for illegal drugs, alcohol and tobacco. Permission to carry out a room search must come from the Master, Deputy Master, Proctor or DSL. The policy on searching rooms should be followed in this circumstance.
- 5.7 HMs will keep in close contact with parents and guardians in any case where pupils are believed to have abused or be in the possession of alcohol, involved with smoking and/ or vaping. Cases that involve the abuse of alcohol whilst in the care of the school will be considered by the Proctor and the Deputy Master, with the HM involved throughout the process.

Written SH/ERLB/EAA October 2018