St Mary's School
CAMBRIDGE

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

This policy is the responsibility of the Head and Designated Safeguarding Lead.

Last review: September 2026

Next review: September 2027

Introduction

The School recognises the role that schools must play in helping to prevent the misuse of alcohol, drugs and other substances and is alert to the potential need for early help for a pupil who misuses.

A member of staff who has any concerns about a pupil's welfare or considers that a pupil may benefit from early help should report this to the Designated Safeguarding Lead (DSL). If parents or carers are concerned about a child or about the alcohol/drugs/other substances education at school, they should contact the School for information or advice.

Young people face growing pressures to use or experiment with alcohol/drugs/other substances. The School acknowledges the importance of its pastoral role and has a responsibility, as part of the care for the health, safety, and wellbeing of pupils, to inform and educate them, in an age-appropriate manner, about the consequences of alcohol/drugs/other substances misuse. Some lessons and the PSHE Education programme provide information and an opportunity to explore the ethical, social, and legal issues arising. The implementation of this policy is also intended to act as a positive and effective deterrent. While we will try to support all involved in the handling of alcohol, drugs and substance related situations, a firm disciplinary framework which treats the supply, possession and use of alcohol, drugs and substances as serious breaches of the School's disciplinary code is needed, and sanctions are necessarily in place to protect individuals and the community from dangers associated with misuse of alcohol, drugs, and substances.

The objectives of the education provided by the School are:

- To develop pupils' understanding of the difference between controlled and illegal drugs and psychoactive substances.
- To educate pupils on the effects of tobacco, alcohol, drugs, and other substances on the mind and body so we promote safety, welfare, and good physical and mental health.
- To provide opportunities for pupils to develop skills and strategies needed to deal with situations involving tobacco, alcohol, drugs, and other substances.

- To promote a mature and moderate approach to the use of alcohol and to reduce the risk of alcohol-induced misconduct.
- To prevent smoking on school premises, grounds, and vehicles.
- To discourage the use of drugs and substances through education, pastoral care and through a disciplinary framework which is well understood by pupils and parents.
- To ensure compliance with criminal law under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its equipment or premises to be used for those purposes; and
- To provide pupils and parents with information about the sources of help and support available.

Scope

This policy applies to all pupils at the School (including Boarders) and when a pupil is:

- In or at school or any school site (to include Mary Ward House, the Elms, Junior School, Sixth Form Centre, boat house and the School sports ground) or school vehicle.
- Representing the School or wearing school uniform.
- Travelling to or from school.
- On school-organised trips.
- A boarder during term time, whether they are on school site or not.
- Associated with the School at any time.

This policy shall also apply 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; or
- Bring the School into disrepute

The procedures and sanctions 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.

Related Policies

These policies can be found on the policies page of the School website.

Safeguarding and Child Protection Policy

Behaviour Management Policy

Discipline, Exclusions and Required Removal Policy

Search and Confiscation Policy

Medical Handbook

School Rules – Junior School

School Rules – Senior, Sixth Form and Boarding

Definitions

Drugs and Substances: for the purposes 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 smoking, using or concealing drugs, "legal" drugs i.e. those that can be obtained on-line or from a shop (including tobacco, all tobacco-ralted products and alcohol), performance enhancing drugs, anabolic steroids, glue, edibles (food products that may contain cannabis) and other substances held or supplied in each case for the purpose of inhalation and/ or misuse.

Possession: means any items over which the pupil has or appears to have control. This includes clothing, desks, lockers, and bags.

Supply: means providing or sharing (whether or not for money or other reward/consideration) or facilitation of supply, e.g., sale, exchange or sharing. It also includes the promotion / advertising of supply.

Use: means the taking/consumption of alcohol, tobacco, drugs, or substances

Misuse: means the unauthorised taking/consumption of alcohol, tobacco, drugs, or substances through which harm could occur and / or is in breach of the School rules and / or the law.

Alcohol: means intoxicating liquor of all descriptions.

Tobacco: means any tobacco-related product and includes cigarettes, cigars, pipes, vaporisers/vapes, electronic nicotine delivery systems and electronic cigarettes.

Biological sample: a sample of breath or urine provided by a pupil in accordance with the procedures set out in this policy.

Smoke Free

The School operates a smoke free policy within its premises, grounds, and vehicles. The smoking ban applies to all forms of tobacco as defined above and to the whole school community, including pupils, employees, parents/carers, visitors, members of the public and others working in or using the School's premises, grounds, or vehicles.

Prevention and Procedures

Education

We educate pupils to understand the effect and risks associated with alcohol, tobacco and drugs and substances in relation to their short-term and long-term health and well-being and the law. Pupils are taught that the use of illegal drugs is or may be a criminal offence and will be harmful to their health and may potentially influence their opportunities, careers, and society. We educate by means of an age appropriate PSHEE programme in which we attempt to give pupils accurate information about drugs and substances they may encounter, and the risks involved in using and misusing these and we provide an opportunity to explore the ethical, social, and legal issues arising. We have assemblies and invite external visitors to speak on the subject.

Useful contact information for parents and pupils can be found in Annex B of DfE and ACPO drug advice for schools (2012).

Pastoral Care

We encourage pupils to discuss any anxieties they may have about the use of tobacco, alcohol or drugs and substance abuse with a member of staff or School counsellor. The School has a duty to safeguard and promote the welfare of all its pupils which, in appropriate circumstances, may override any duty of confidentiality owed to a pupil and information may be reported to the Head, Head of Juniors, the Deputy Heads, the Head of Year and/or the pupil's tutor/class teacher, the Head of Boarding, boarding staff and Designated Safeguarding Lead. If discussions raise child protection issues, these will be dealt with in accordance with the School's *Safeguarding and Child Protection Policy.*

Matters brought to the attention of a staff member or into counselling by a pupil or her parents/carer(s) or a friend, in circumstances which are genuine, may be "ring-fenced" from disciplinary sanctions, but a pupil who contravenes this policy will face disciplinary action.

Pupils suspected of being under the influence of alcohol, a drug or other substance:

Intoxication or a suspected ingestion of a drug or other substance will be treated as a medical emergency and the pupil will be escorted to the medical centre, the school GP practice or hospital. The pupil's safety and welfare is paramount and will be considered prior to any investigation. The School will take steps to ascertain if any other pupil is involved as they may also need to be assessed by a medical professional.

Bystanders

The School community has a duty to keep drugs and substances out of School premises. Pupils witnessing others in possession, supplying, or using drugs or substances in school or whilst in the care of the School and who do not report this should expect to receive a sanction.

School Rules

These forbid pupils from:

- Bringing alcohol, drugs or substances or smoking materials (including vapes, e-cigarettes or other items used in a similar manner) onto school premises or being in unsupervised possession of alcohol, drugs or substances or smoking materials while on school premises or in the care of the School.
- Consuming or taking alcohol, drugs, substances or smoking during the school day or when in the care of the School, whether on or off school premises.
- Obtaining alcohol, drugs or substances or smoking materials for or supplying/facilitating the supply of alcohol, illegal drugs, or smoking materials to another pupil during the school day or when in the care of the School.
- Being under the influence of alcohol, drugs or substances while on school premises or in the care of the School

Detection

The School may take any action it deems appropriate at the time in relation to a complaint, allegation, rumour in relation to alcohol, tobacco, drugs or substances.

Investigation

When investigating a complaint, allegation, rumour, or observation of a pupil's behaviour about a pupil's alleged involvement with alcohol, tobacco, drugs and/or substances the following will apply:

- An investigation will normally be co-ordinated by a member of the Junior School/Senior School SLT or Head of Boarding as appropriate in accordance with the investigation procedure in the Discipline, Exclusions and Required Removal Policy. The outcome of the investigation will be reported to the Head. In the case of absence, a DSL/DDSL may be used from the appropriate setting.

- The pupil may be suspended and required to remain at home or with her education guardian while an investigation proceeds. The period will be kept under review and the pupil and parents/carers will be kept informed.
- The School may decide to search the pupil's space and belongings (see Searches below).
- If the pupil is to be interviewed as part of the investigation, if the pupil wishes, arrangements will be made for them to be accompanied by a member of staff of her choice. Minutes of the interview will be recorded in writing by the interviewing staff member. The pupil will be asked to confirm any statement made or minutes taken to be true and accurate. Any pupil suspected of being under the influence of alcohol, drugs or substances must be kept safe and will be supervised.
- The pupil maybe asked to take an alcohol or drugs test (by giving a sample of saliva or urine or other means) as outlined in **Appendices 1 and 2** below.
- **Informed consent**: the relevant consent to a test is that of the pupil rather than the parents/carers, even if the pupil is under 16 years of age, provided the pupil is of sufficient maturity and understanding and gives her informed consent in writing. The Head or senior supervising member of staff will determine whether the pupil is able to provide consent and may obtain the opinion of the School Nurse if required. Reasonable endeavours will be made, before a test is taken, to notify a parent or guardian of the requirement for a test and the reason for this. Where contact cannot be made the pupil's parents will be informed as soon as practicable that an investigation has been commenced and the reasons for it.
- **Refusal:** If a parent's consent is required and they refuse to consent to their child providing a biological sample, or if the pupil refuses, despite parental consent, the School may draw appropriate inferences from the pupil's response and general demeanour.

If the School's investigation raises child protection issues, these will be dealt with in accordance with the *Safeguarding and Child Protection Policy.*

Searches

Searches for tobacco, alcohol, drugs and substances and related paraphernalia will be carried out in accordance with the School's *Search and Confiscation Policy*. Any prohibited or banned item will be seized and disposed of in accordance with the policy.

Testing

See Appendices 1 & 2

Police Involvement

The School may use its discretion to decide whether police involvement from the outset is appropriate. Advice issued by the National Police Chiefs' Council – When to Call the Police: Guidance for Schools and Colleges – should be referred to in determining whether, and at what stage, to involve the police. If the police suspect that a pupil possesses or has stored drugs, substances or paraphernalia, the police may elect to investigate using their own procedures or may pass the matter back to the School to investigate. The School must notify the police of actual or alleged criminal activity.

Subsequent Action

The outcome of the investigation will be reported to the Head. If the findings of the investigation identify there may be a case to answer for a serious breach of school discipline, for which temporary or permanent exclusion or required removal is a possible sanction, a disciplinary meeting will be held in accordance with the procedure set out in the *Discipline, Exclusions and Required Removal Policy* (see Disciplinary Meetings). Where the findings of the investigation identify there may be a case to answer for a breach of school

discipline for which temporary or permanent exclusion or required removal is not a possible sanction, the appointed investigator will impose a sanction.

Sanctions

Where it is concluded that a pupil has breached any of the School rules set out in this policy, the Head may apply any sanction which is appropriate and proportionate to the breach in accordance with the Discipline, Exclusions and Required Removal Policy. For a minor breach in relation to tobacco or alcohol, the normal sanction is detention. For a serious breach or persistent minor breaches, where the Head is satisfied, on the balance of probabilities, that the pupil has been involved with tobacco, alcohol, drugs and/or substances, a pupil may be excluded/removed in accordance with the Discipline, Exclusions and Required Removal Policy.

In exceptional circumstances, the pupil may be offered a supportive regime of random drugs testing in accordance with Appendix 3 below. The Head is not obliged to offer such a regime.

The factors that will be considered when deciding on the appropriate sanction to impose will include:

a) Whether the pupil's involvement with tobacco, alcohol, drugs or substances included possession, supply, spiking, paying money or trading sexual favours.

b) Whether the pupil's involvement with drugs and substances took place on or off school premises.

c) Whether the pupil's involvement with drugs and substances involved other pupils.

d) The extent of the pupil's co-operation (or otherwise) in the School's investigations.

e) Any recent warning given to pupils about the disciplinary consequences of activities concerning tobacco, alcohol, drugs and substances.

f) The class or nature of the Drugs and Substances concerned.

Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified. The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored, and evaluated.

Record Keeping

A written record will be kept when a pupil is asked to take a test and its outcome will also be recorded. Records of negative tests will be removed after 12 months, and records of positive tests will be removed after 24 months and will not form part of the pupil's permanent medical record. Records created in accordance with this policy may contain personal data. The School has several privacy notices which explain how the School will use personal data of pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's *Data Protection Policy* when handling personal data created in connection with this policy.

Appendix 1 Testing for Alcohol

Testing for Alcohol

The Head will authorise a member of staff to administer a test approved by the School as suitable. The pupil will be accompanied by an available supporting member of staff of the pupil's choosing and one of the members of staff will be of the same gender as the pupil. The result of the test will be communicated to the pupil, the Investigating Officer and to parent/s or carer/s as soon as possible. If the test shows a positive result and the pupil admits to being under the influence of alcohol no independent analysis will be sought.

Refusal

If a pupil refuses to provide a sample of breath, the result is not clear, the pupil disputes the test result or the Investigating Officer or parents/carers request it, a urine sample will be required for independent analysis in accordance with the Drug Testing procedure in Appendix 2.

Recording Keeping

See above.

Appendix 2 Testing for Drugs and/or other Substances

Testing for Drugs and/or other Substances

If, outside the context of confidential counselling, there is reason to suspect that a pupil has been involved with drugs and/or substances, she may be asked to supply, under medical supervision, a urine sample for analysis.

Refusal to provide a urine sample for testing.

If a parent's consent is required and they refuse to consent to their child providing a biological sample, or if a pupil of sufficient maturity refuses, despite parental consent, the School may draw appropriate inferences from the pupil's response and general demeanour.

Medical supervision

The urine sample will be taken under medical supervision and in addition a member of the School senior leadership team will be present. All due care will be taken to respect the pupil's privacy and human rights.

Testing procedure

Care will be taken to make sure the sample provided is genuine and uncontaminated.

The urine sample will be poured into two clean sample bottles which will be sealed and labelled in the pupil's presence. The bottles will be placed in an appropriate envelope and labelled. The pupil will be asked to sign seals and comments to confirm the sample is hers and gives consent for the results to be made available. One sample will be sent immediately to a medical professional to carry out the test.

Medical record

A written record will be kept when a pupil is asked to take a test and its outcome will also be recorded. Records of negative tests will be removed after 12 months and records of positive tests will be removed after 24 months and will not form part of the pupil's permanent medical record.

Outcome

The result of the test will be notified to the pupil, the parent(s)/carers and school.

If the result is negative the second sample will be destroyed immediately.

If the result is positive, the second sample will be made available for independent analysis. The duplicate sample will be retained for seven days after the parent(s)carer/s have been sent notification of the test result. If they do not, within that period, request in writing for the School to send the duplicate sample to a laboratory of their own choice for testing, the School will instruct the testing facility to destroy the duplicate sample. The testing of the duplicate sample will be at the parent(s)/carer(s) expense.

Appendix 3:

Consent to Drugs Testing – Supportive Regime

Name of Pupil:	
Date:	
Pupil's date of birth:	

I have admitted a breach of the School's Alcohol, Drugs and Substances Misuse Policy and applicable School rules.

As an alternative to exclusion/removal, the Head has offered me a supportive testing regime under which for [the remainder of this term] and the next three school terms (without obligation to do so by 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 this policy and Appendix 2, which I have read and understood.

I understand that I may be asked to provide a urine sample at any time, even if no grounds exist to suspect that I have been in possession of or involved with Drugs or Substances.

The existence of this supportive testing regime together with any requirement for a sample to be given, the taking of the sample and the communication of results shall be treated as confidential information and shared with staff on a 'need to know' basis. The School cannot, however, accept any responsibility if such information becomes known among other members of staff or pupils.

Every sample will be given and tested in accordance with Appendix 2.

The cost of each screening test and/ or urine sample analysis will be charged to the pupil's account as an extra amount payable by the parent/s carer/s.

I agree to be subject to this regime and to co-operate with the School in every respect. I understand the School will take all reasonable care to preserve my confidentiality and human rights in the operation of this testing regime.

I confirm I have read and understood this form. I understand and accept this supportive testing regime as a condition of remaining at the School and will give full cooperation. I understand that if the Head, acting on information, is of the opinion that I have failed to co-operate or if a test proves positive it would almost certainly lead to my permanent exclusion or removal from the School.

Pupil's Printed name:

Pupil's signature:

Date:

Consent to Drugs Testing – Supportive Regime

Parent/Guardian Statement

I/we, the person/s having parental responsibility for the above-named pupil have been informed that the pupil has admitted a breach of the School's Alcohol, Drugs and substance Misuse Policy. I/we and the pupil recognise that this admitted action is a serious breach of school discipline which entitles the Head to exclude or require permanent removal of a pupil from the School.

PARENT/GUARDIAN	
Print name:	
Signature:	
Date:	
Relationship to pupil:	
Address:	
Telephone number:	
PARENT/GUARDIAN	
Print name:	
Signature:	
Date:	
Relationship to pupil:	
Address (if different to above):	
Telephone number:	