Forres Sandle Manor (Non-Academic) Policy

Policy Title	**Responses to Alcohol, Smoking and Substance Abuse**
Policy Lead (Appointment (& Initials))	**Deputy Head and DSL (LM)**
Date of Last Review	**Oct 2026**
Date of Next Review	**Oct 2027**

RESPONSES TO ALCOHOL, SMOKING AND SUBSTANCE ABUSE

This policy should be read in conjunction with FSM's Pupil Behaviour Management Policy.

At FSM we take the welfare of our students very seriously. This policy states how we will take forward such an important issue.

The word 'drugs' is used in its widest sense to include all drugs whose use is legal within certain limits, including tobacco (including vapes) and alcohol. This policy views the misuse of alcohol as an issue of concern for the day children, boarders and staff of the school. However alcohol is not in itself a danger when taken in moderation and at appropriate times.

The word 'drugs' is used in its widest sense of non-prescribed mood-altering substances to include all drugs whose use is legal within certain limits, including tobacco and alcohol, volatile and other substances which can be used to alter mood (such as solvents) and all illegal drugs whose use and possession are forbidden by law. The word 'misuse' applies to all illegal use of drugs (including the use of social drugs by children) and the excessive use of social drugs.

AIMS

- To place drug education and the school's opposition to the misuse of drugs within the context of FSM as a caring community.
- To protect pupils from the dangers of drugs and their misuse.
- To provide drugs education for pupils, parents and staff.
- To work with outside agencies to limit risk of access to harmful substances.
- To enable pupils to be in a position to make informed, healthy choices and decisions and prevent or reduce the harmful consequences of drug abuse.

In order to do this FSM will:

- Provide drugs education for pupils through the Lifeskills (PSHE) programme, identified lessons and assemblies.
- Present information in a variety of ways that will reflect individual needs, for example group discussion, presentations by video and guest speakers, pamphlets and peer groups.

- Work closely with outside agencies to help ensure that pupils understand the law and their legal rights.
- Evaluate the drugs education programme at regular intervals, using pupil, parent and staff responses.
- Ensure that pupils, parents and staff are fully aware of the policy and sanctions.

PRINCIPLES

TOBACCO

FSM operates a no smoking (including vaping) policy at all times throughout the buildings and grounds. This policy applies to pupils, employees, parents and visitors.

EFFECTS OF SMOKING

Cigarette smoking is the biggest cause of preventable disease and premature death in this country. Diseases include lung cancer, heart disease, respiratory illnesses and cancer of the mouth.

Smoking causes almost one in five of all deaths.

There are over 4000 different chemicals in tobacco smoke. These include harmful substances such as nicotine, carbon monoxide, tar, benzene, formaldehyde, ammonia, hydrogen cyanide, acetone and arsenic.

EFFECTS ON CHILDREN AND YOUNG PEOPLE

Young people place themselves at risk of minor illnesses and a greater risk of serious diseases later on. They also find it harder to give up later in life.

Young people are more likely to smoke if parents and other close family members smoke, and especially if their parents do not object to them smoking.

Children who live in a smoky atmosphere are more likely to have asthma and chest infections. They will suffer worse symptoms if they are already diagnosed as asthmatic. Research has shown that they suffer more from glue ear and get more colds and coughs. All of the above is directly linked to the effects of so-called passive smoking. It is not surprising that a major effect of smoking on children is that they spend more time off sick.

Action to be taken by staff if you find a pupil either smoking or in the possession of cigarettes/vaping materials:

- Let him/her know that you care.
- Discuss the social and economic factors of smoking/vaping.
- Discuss the health risks such as cancer, heart disease and respiratory illnesses.
- Inform the boarder that it is a school rule not to smoke/vape whilst at the school (both on the property and outside), confiscate the materials. Give to parents.
- Be a good role model by not smoking/vaping in front of the children and young people.

- Take an interest in the lives of our students and it is more likely that they will talk to you and be influenced by you.
- Sanction as appropriate.

ALCOHOL

The possession and use of alcohol on school premises during the working day is prohibited for all members of the school community (this includes alcoholic soft drinks). The Head must be consulted and permission obtained before arranging any functions at which alcohol may be consumed. We do offer wine to adults at certain formal events including plays and concerts to which they are invited. Because of the age of the children at FSM, pupils will not be allowed alcohol at school events regardless of whether or not they are with their parents and alternative soft drinks are always available. Staff who accompany school trips must be mindful of the fact that they are 'in loco parentis' and must not compromise their ability to carry out their duty with respect to pupils in their care.

DRUGS

Should any illegal substances be found in a pupil's possession whilst in school, irrespective of whether for own use, passing, receiving, buying or selling, the pupil will be immediately isolated from other pupils and excluded from school pending further investigation. This will be a neutral action of removal until evidence or proof of wrong doing is available. Should investigation prove positive, permanent exclusion may result and the Police will be informed as a matter of course. Should any pupil voluntarily disclose possession of illegal substances, concern for the pupil's welfare will be paramount and appropriate support action will be instigated but the pupil may still be excluded from school pending further investigation.

SOLVENTS

We recognize that many ordinary substances lend themselves to misuse and therefore need to be carefully stored and managed. COSHH regulations will apply to secure storage and safe keeping of solvent substances in school.

SUBSTANCE ABUSING PARENTS

Some pupils may have a parent or guardian whose drug use (legal and/or illegal) is problematic. The pupil's welfare is paramount and the school will act, with reasonable care, to support the pupil, practically and emotionally.

RESPONDING TO DRUG RELATED INCIDENTS

Whilst adhering to the unequivocal opposition to drug misuse, FSM acknowledges pastoral responsibility in this area and seeks to work closely with families and support agencies.

The range of responses to support pupils and families may include:

- In school counselling services.
- Referral to outside agencies for counselling treatment.
- Case conferences to discuss options before devising action plans to enable pupils to return or remain in school.

- In school inclusion and Pupil Support Programmes.

SANCTIONS

Exclusion following possession of illegal substances, subject to further investigation and review.

EMERGENCY ACTION

If a pupil is deemed to be in danger as a result of drug misuse, the school's normal emergency first aid response operates.

INTOXICATION

For possible intoxication, the pupil will be removed to a quiet room and accompanied by a member of staff at all times. FSM's normal first aid response will operate. Parents will be informed and called to the school to collect the pupil and advised to seek medical advice.

DISCOVERY/OBSERVATION OF DRUG MISUSE

- If a pupil is discovered possessing, using or dealing any substance not permitted in school, they will be referred to the Head teacher or, in his absence, the most senior member of staff.
- This member of staff will seek to remove any suspicious substances from the pupil in the presence of another adult witness or secure the voluntary production of any substance believed to be concealed on the pupil's person (no intimate search may be made). Any substance taken possession of will be sealed in a plastic bag, and signed by the witness present with date and time.
- The situation will be investigated promptly and thoroughly and a written record made
- The pupil will be kept out of class/away from peers. The pupil will be informed that the situation is a serious one and that parents and police will be informed and asked to attend the school. The decision to remove the pupil from peers is a neutral one and does not indicate any definitive conclusion having being made.
- The Headteacher will sanction appropriate interim pastoral and disciplinary measures, and notify the pupil's parents/guardians.
- The pupil will be excluded from school at a time that is deemed appropriate to possible police and parental attendance.
- If the substance is/or suspected of being illegal, the Head teacher will call the local police to help with identification and gain appropriate police involvement.

PUPIL DISCLOSURE

A pupil may be willing to disclose to members of staff that they have been using drugs or is concerned about someone else's drug use. Concern for the pupil's welfare will be paramount but staff will not be able to promise complete confidentiality and should make this known to the pupil. Information will be treated as any other sensitive information about pupils. The Head teacher will be informed and further help sought if appropriate. The pupil may be referred to a drugs or counselling agency/intervention programme. Action on sanctions may be an appropriate part of the response to a pupil's disclosure. This is at the

discretion of the Head teacher. Parents will also be consulted as part of this process if it is appropriate.

SUSPICION/HEARSAY

Any hearsay/rumour about pupil drug misuse will be carefully evaluated in the light of the school's own knowledge of the pupil and sensitively investigated prior to possible action. If the rumour is believed to be unfounded, steps will be taken to challenge the rumour and its effects. If found to be true, steps will be taken as previously outlined. Suspicion of a pupil misusing a drug may require further observation and monitoring over a period of time before deciding on appropriate action to be taken.

Any information about alleged drug misuse, received by FSM will be communicated to parents, subject to the usual procedures or cautions of parental contact. Whether or not there is concrete evidence or basis of truth in this, FSM believes that it has a duty to inform parents of any allegations in order to allow them the opportunity of discussion with their child.

Recordings of pupil observations by staff should adhere to the following:

- They will be specific.
- They will be non-judgmental (descriptive).
- They will be objective.
- They will be factual.
- They will be dated and signed.
- They should show pattern, nature and frequency.