



## RIKKYO SCHOOL IN ENGLAND

### Alcohol, Smoking, Drugs and Substance Abuse

Date	Review Date	Coordinator	Headmaster
10/05/2019	10/05/2020	Ms.K.Amann	Dr. T. Okano

We recognise that we have a responsibility to ensure a safe and healthy learning and working environment for all staff and pupils. This policy covers alcohol, smoking, drugs and substance abuse by pupils. For staff we have a separate Alcohol & Drugs Policy.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

#### Alcohol

Alcohol is a depressant drug, particularly when taken in large quantities. Even at low levels the potential for serious accidents arises. The Licensing Act of 1964 makes it illegal for alcohol to be sold to anyone under the age of 18, or for a person under 18 to buy alcohol.

#### Aims

- to develop knowledge and understanding about alcohol as a drug and its effects on the body
- to encourage sensible, appropriate and safe drinking behaviour
- to practice personal and social skills and the strategies needed to deal with situations where alcohol is present
- to educate the students as to the place of alcohol in the political, social and economic environment in which it exists.

#### Rules and Disciplinary Action

Drinking, or being in possession of alcohol whilst under the authority of the school is prohibited. Being under the School's authority means:

- throughout the School day, whether on or off the premises
- whenever he/she is involved in any activity organised by the School
- whenever he/she is identifiable as a member of the School
- whenever he/she is under the direct responsibility of his/her Class Teacher

Students found in possession of alcohol or using it, whilst under the authority of the School can expect to be suspended.

#### Smoking

Smoking is the single most preventable cause of premature death and ill-health in our society. The School policy aims to give students the message that the habit creates health



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problems for smokers and non-smokers alike, that non-smoking represents the norm in society and that it receives support from the School and staff. Recent legislation has made it an offence for children under 18 years to be sold tobacco products.

### Aims

- to ensure that cigarette smoking is not tolerated at the School
- to educate students about the immediate dangers of smoking
- to encourage those students who do smoke to break free from the habit

### Rules and Disciplinary Action

Smoking, or being in possession of cigarettes or tobacco, is prohibited when a student is under the School's authority.

Students found smoking or in possession of cigarettes or tobacco can expect their parents to be informed and an appropriated disciplinary measure implemented. Subsequent offences may result in suspension. For a persistent offender the Headmaster reserves the right to exclude a pupil permanently.

### **Drugs**

Under the Misuses of Drugs Act 1971, it is illegal to possess or supply a drug covered by the Act, unless the drugs are prescribed for personal medical use. Solvents are dangerous substances as well. Under the Intoxicating Substances (Supply) Act 1965, it is illegal for anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication. It is not a criminal offence to inhale solvents for the purpose of intoxication, but the police can deal with such persons under public order provisions.

The improper use of solvents, and the use of so-called "legal highs" (new psychoactive substances (NPS), covered by The Psychoactive Substances Act 2016 will be treated by the school with the same degree of seriousness and will result in the same disciplinary actions as Class A, B or C drugs.

### Aims

- to ensure that Rikkyo School is free from illegal drugs and solvents
- to educate students on the effects of drugs and solvents on the mind and body
- to provide opportunities for students to practice the personal and social skills and the strategies needed to deal with situations involving drugs
- to promote the individual's self-confidence, self-esteem and self-worth
- to explain the legal situation with regard to the use and misuse of drugs
- to enable young people to identify sources of appropriate personal support



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### Rules and Disciplinary Actions

The use of illegal drugs and solvents is strictly prohibited at the school. Any student involved in illegal drugs when he/she is under the School's authority can expect to be excluded from the School. Where the School suspects that any student is involved in the supply, cultivation or production of drugs whilst on or off the school premises, all relevant information will be passed to the police.

In addition, where it has been brought to the attention of the Headmaster that a student has been formally cautioned by the police for the possession of an illegal drug the School reserves the right to exclude him/her immediately from the school.

Any response to drug-related incidents needs to balance the needs of the individual pupils concerned with the wider school community. In deciding what action to take we will follow our Pupil Behaviour and Discipline Policy.

Drug use can be a symptom of other problems and an involvement or referral to other services for example the Early Help Hub Horsham, should be considered. Contact details are: telephone 07525 211177, [HorshamHUB@westsussex.gov.uk](mailto:HorshamHUB@westsussex.gov.uk). Advice is also available from Change, Grow, Live, an under 25s Drug and Alcohol Service, telephone 0300 303 8677, [WSYPSMS@cgl.org.uk](mailto:WSYPSMS@cgl.org.uk)

### **Investigation**

It is the responsibility of all pupils and teachers to report at once to the Senior Leadership Team allegations or suspicions of any breach of the school rules with regard to drugs, alcohol and smoking. These will be investigated urgently, normally by the Headmaster or a member of the Senior Leadership Team. Interviews will always be conducted in the presence of a second member of staff. Statements will be taken from those suspected of a breach of the rules and a report will be made to the Headmaster as soon as possible. Parents of those being investigated will also be informed as soon as possible.

In taking temporary possession and disposing of a suspected controlled drug the school should:

- ensure that a second adult witness is present throughout;
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols. The law does not require a school to divulge to the



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police the name of the pupil from whom the drugs were taken but it is advisable to do so;

- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the pupil;
- identify any safeguarding concerns and develop a support and disciplinary response (see above).

### Responsibility for the Policy and Procedure

#### Role of the Headmaster

The Headmaster will:

- ensure that the school complies with all relevant legislation;
- ensure the policy is brought to the attention of all students and staff;
- ensure that students have a clear understanding of the dangers of alcohol, smoking and drugs;
- investigate all incidents and implement the appropriate disciplinary measures;
- in case that any drugs would be found in the school, notify the police to take the drugs away and destroy

#### Role of School Personnel

School personnel will:

- educate students about the dangers of alcohol, smoking and drugs;
- deal with any alcohol, drug or smoking related incidents and report to the Headmaster;
- confiscate alcohol, drugs, cigarettes or tobacco if they find any in the school;
- need to be aware that they are role models for students, and not smoke in front of students;

#### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Boarding Handbook;
- the website;

#### Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headmaster.

Previous January 2016, reviewed January 2017, and January 2019