




Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

ALCOHOL, DRUGS AND SMOKING POLICY

Approving Body	Trust
Date of First Approval	6 March 2017
Date of Last Amendment	N/A
To be Reviewed	Every 3 Years
Responsible Officer	Chair of the Trust 

I. ETHOS, SCOPE AND PURPOSE

1. BMAT strives to provide a supportive and nurturing environment in which all students are enabled to develop their learning and personal skills; in preparation for the opportunities and responsibilities they will encounter in their future lives.
2. All drugs, legal or otherwise, need appropriate and responsible care and management. In order to be able to make informed choices, staff and students need to understand the nature of drugs, their legal status, their uses and their effects.
- 3. For the purposes of this policy:**
 - a. 'Drug' means a substance that affects the way in which the body functions physically, emotionally or mentally. This definition includes illegal substances and also legal substances such as over the counter and prescription medicines.
 - b. 'Premises' includes everything within BMAT property boundaries including buildings, outbuildings, playgrounds, fields and also extends to other settings such as vehicles, boats, marquees or any venue managed by the BMAT at the time e.g. the premises of a school trip or visit.
- 4. Scope:**
 - a. This policy concerns the presence or use of alcohol, illegal drugs and smoking equipment on BMAT premises by students, visitors and members of staff.
 - b. This policy does not apply to the administration of prescribed or over the counter medicines. The BMAT Policy on supporting students with medical needs can be found in the [Student Policies Section of the BMAT website](#).
- 5. This policy aims to:**
 - a. Support BMAT in its endeavour to maintain the safety and well-being of all students and staff;
 - b. Clarify legal responsibilities, entitlement and obligations;
 - c. Support all members of the BMAT community by providing clear guidance and procedures on drug related issues; and
 - d. Develop a trust-wide approach to drug education.
- 6. This policy should be read in accordance with:**
 - a. The Security Policy.

- b. The Behaviour Policy, Internal Exclusion Policy and External Exclusion Policy for students.
 - c. The Disciplinary Policy for members of staff.
7. This policy has been written with reference to national guidance and has been informed by relevant research data.

II. SMOKING

- 8. BMAT premises are ‘non-smoking’ at all times and to all people.**
- 9. Students are not permitted to bring to school smoking materials, including matches and lighters, onto BMAT premises:**
- a. In the interests of health and safety, should a student be found in possession of smoking materials on school premises, they will be confiscated if possible and parents/carers will be informed.
 - b. An investigation will be conducted to determine the most appropriate sanction. Incidents must be reported to a member of the Senior Leadership Team and recorded in writing within 24 hours of the incident.
 - c. A case conference/mediation will be held if necessary.
- 10. Visitors** must not smoke on BMAT premises. If visitors are found smoking on BMAT premises, they will be asked to refrain immediately and/or asked to leave BMAT premises.
- 11. Members of staff** must not smoke on BMAT premises. If members of staff are found smoking on BMAT premises, they will be asked to refrain immediately and may be sanctioned in accordance with the [BMAT Disciplinary Policy](#).

III. ALCOHOL

- 12. Students must not consume or possess alcohol on BMAT premises:**
- a. In accordance with the [BMAT Behaviour Policy](#), the consumption of alcohol on BMAT premises will be treated as a serious breach of conduct, which threatens the safety and wellbeing of students and members of staff.
 - b. For the purposes of health and safety, the alcohol will be confiscated immediately if possible; and parents or carers of students who have been found under the influence of alcohol will normally be asked to collect their

child. In the meantime, BMAT will carry out an investigation and risk assessment, in order to determine the most appropriate sanction.

- c. A member of the Senior Leadership Team will normally be responsible for co-ordinating the management of alcohol-related incidents. Incidents must be reported to the appropriate School Principal and recorded in writing within 24 hours.
- d. A case conference/mediation will be held if necessary.
- e. Other professionals such as the LA, Youth Service, Police and Social Services will be informed or consulted as appropriate.
- f. Depending on the circumstances of the offence and the student's behavioural history, the presence or consumption of alcohol on BMAT premises may result in [internal, external or permanent exclusion](#). Appropriate support will be offered to students with substance related problems.

13. Visitors and members of staff must not consume or be under the influence of alcohol on BMAT premises during the school day (i.e. when students are in session).

- a. If visitors are found to be under the influence of alcohol during the school day, they will be asked to leave immediately and may be banned from BMAT premises.
- b. If members of staff are found to be under the influence of alcohol during the school day, this must be reported immediately to a member of the Senior Leadership Team. Within 24 hours, the incident must be recorded in writing and the School Principal must be informed. The offending member of staff must be escorted off the premises as soon as possible. In accordance with the [BMAT Disciplinary Policy](#), presenting under the influence of alcohol on BMAT premises during the school day will be treated as a case of gross misconduct, usually leading to summary dismissal following investigation.

14. School Principals are responsible for granting permission for functions to be held on BMAT premises at which alcohol is to be supplied to visitors and/or members of staff:

- a. School Principals must ensure that all requirements relating to the sale or supply of alcohol as detailed in the Liquor Licensing Act are met.
- b. School Principals must ensure that issues related to the duty of care owed both to students and staff; community standards and expectation; and the reputation of BMAT are taken into account in making decisions in relation to the supply of alcohol on BMAT premises.

IV. ILLEGAL DRUGS

15. Illegal substances must never be brought onto or used on BMAT premises.

Illegal substances will be handed to the police as soon as possible and not stored.

16. A drug-related incident may be any of the following:

- a. Finding drugs, or related paraphernalia, on BMAT premises;
- b. Possession of drugs by an individual on BMAT premises;
- c. Use of drugs by an individual on BMAT premises;
- d. Supply of drugs on BMAT premises;
- e. Individuals disclosing information about their drug use;
- f. Reports of parents, staff or students using drugs.

17. If a student is found in the possession or under the influence of illegal drugs on BMAT premises:

- a. In accordance with the [External Exclusion Policy, the Internal Exclusion Policy and the Behaviour Policy](#), it will be treated as a serious breach of conduct, which threatens the safety and wellbeing of students and members of staff.
- b. For the purposes of health and safety, the drugs or drug paraphernalia will be confiscated immediately if possible; and parents or carers of the offending students will be asked to collect their child immediately. In the meantime, BMAT will carry out an investigation and risk assessment, in order to determine the most appropriate sanction.
- c. A member of the Senior Leadership Team will normally be responsible for co-ordinating the management of drug-related incidents. Incidents must be reported to the appropriate School Principal and recorded in writing within 24 hours.

- d. A case conference/mediation will be held if necessary.
- e. Depending on the gravity of the offence and the students' behavioural history, students found in the possession or under the influence of illegal drugs on BMAT premises may be externally or permanently excluded.
- f. The police will be involved if any student is suspected of having contact with an illegal substance. This includes possession, using or dealing. In such cases, the police will decide what course of action should be taken. Parents/Carers will always be informed when the police are involved and given the opportunity to attend any interviews.
- g. Other professionals such as the LA, Youth Service and Social Services will be informed or consulted as appropriate.
- h. Appropriate support will be offered to students with substance related problems.

18. If a visitor is found in the possession or under the influence of illegal drugs on BMAT premises:

- a. S/he will be escorted immediately from BMAT premises;
- b. Issued with a temporary or permanent ban from BMAT premises;
- c. The incidents must be reported to the appropriate School Principal and recorded in writing within 24 hours.
- d. Reported to the police. In the event that the police wish to speak immediately with the individual concerned, s/he may be kept on BMAT premises until the police arrive.

19. If a member of staff is found in the possession or under the influence of illegal drugs on BMAT premises, then:

- a. S/he will be escorted as soon as possible from BMAT premises;
- b. The matter will be investigated
- c. The matter will be reported to the police. In the event that the police wish to speak immediately with the individual concerned, s/he may be kept on BMAT premises until the police arrive.
- d. Incidents must be reported to the appropriate School Principal and recorded in writing within 24 hours.

- e. In accordance with the BMAT [Disciplinary Policy and Procedure](#), the matter will be treated as gross misconduct usually leading to summary dismissal, following investigation.

V. SOLVENTS

- 20. Members of staff must ensure that potentially hazardous substances (e.g. glue) are stored safely and that students are supervised when they come into contact with these substances in the course of their study.
- 21. If a student is found sniffing solvent items on BMAT premises, then s/he will be issued with an appropriate sanction.

VI. SUPPORTING VULNERABLE STUDENTS

- 22. It is important that all alcohol, smoking and drug-related incidents are sanctioned appropriately; and that BMAT upholds its duty to the health, safety and wellbeing of all of its students.
- 23. However, BMAT recognises that students involved in alcohol, smoking and drug-related incidents may be vulnerable.
- 24. Support is available through the pastoral system, to ensure a caring response to vulnerable students.
- 25. Interventions will be considered if BMAT feels that a student is showing signs which indicate particular risks of, or from, involvement with drugs, whether their own or their parents'/carers'. Such interventions may include consultation with parents/carers and other agencies, possible case conferences and subsequent referral.
- 26. Permanent exclusion from school will only be considered as a last resort, as permanently excluded students may become more vulnerable to drugs than those within formal schooling.
- 27. Confidentiality - Complete secrecy must never be promised to a student, though information given in confidence will not generally be disclosed. If a student chooses to disclose that they are using alcohol or unauthorised drugs, this information should not be used against them. However, action will be taken to ensure that the student comes to no serious harm if this is considered a risk. Regarding disclosure, members of staff need to carefully define and

communicate the boundaries of confidentiality offered, particularly when illegal drugs are concerned.

VII. SEARCHING STUDENTS

28. In line with 'Searching, Screening and Confiscation' (DfE, 2014), BMAT reserves the right to search students without their consent, if BMAT has reasonable grounds to suspect that they are carrying alcohol, drugs or drug paraphernalia, or smoking supplies.
29. Searches will be carried out by members of the Senior Leadership Team of the same sex as the student being searched; and there must be a witness (also a staff member). If possible, the witness should also be the same sex as the student being searched.
30. Members of staff can only carry out a search of a student of the opposite sex and without a witness present if they reasonably believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately; and where it is not reasonably practicable to summon another member of staff
31. Searches must be recorded in writing and parents/carers will be informed when a search has been conducted.