

# Drugs, Alcohol and Smoking Policy

## 2025-26

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Policy Contact: William Yates, Senior Deputy Head

Seaford College

## **SMOKING POLICY**

### **Introduction:**

1. This smoking policy includes not only cigarettes, but all tobacco products (for example Snus) and vapes or e-cigarettes, whether or not the vapes contain nicotine. Vapes that contain THC or other illegal drugs are dealt with in the drugs policy.
2. Despite national campaigns to discourage smoking amongst young people, it continues to be prevalent in one form or another (with vaping becoming more popular than cigarettes) and the evidence is that children are becoming addicted at a very early age. In a co-educational boarding school, with a campus the size of Seaford College, the opportunities for smoking and vaping are considerable and determined smokers will pursue their habit despite all the advice and warnings given. Whilst vaping has become more popular (alongside other tobacco products including Snus), than cigarette smoking, the long term effects of these products are only just being discovered.

### **Philosophy:**

3. Ultimately, the aim is to eradicate smoking, vaping or the use of tobacco products from the student body. This philosophy will be supported for the pupils by the Social, Personal and Health Education programme of lessons and discussions.

Some of the reasons why the College is pursuing this course of action are as follows:

- i. Smoking, vaping and the use of tobacco products is the single most preventable cause of premature death and ill health in our society.
- ii. Passive Smoking – breathing other people's tobacco – is also potentially fatal. It has been shown to cause lung cancer, as well as many other illnesses, in non-smokers.
- iii. Smoking and vaping is a Health and Safety issue for those who use the College - students, staff, visitors and parents.
- iv. Schools, as educators, have a major role to play in working towards non-smoking being seen as the norm in society.
- v. Young people need to receive consistent messages and require non-smoking role models within the College.

At all stages of entry into the College, the policy is made available and when accepting a place at the College it is implicit that the student and his/her parents enter into a contract to uphold and abide by the non-smoking rule.

### **Pupil caught in possession:**

4. If a pupil is caught smoking or found in possession of smoking material, the following specific action will take place:

#### **First Offence:**

A Thursday night conduct detention will be issued, and with communication home to the parents.

#### **Second Offence:**

The student will be suspended for one day; a letter will be sent home to the parents.

**Third Offence:**

If a student is caught smoking for a third time then they will be suspended for up to two days

**Fourth Offence:**

If a student is caught smoking for a fourth time they may be asked to leave the school.

Parents will be contacted to arrange a meeting with the Headmaster.

Alongside any sanction, education and help will be put into place to help the student to stop smoking, vaping or using tobacco products. The overall aim is always to help students not to use these products which have a detrimental effect on health.

**Smoking Inside Buildings:**

5. Smoking inside any College building or the boarding houses brings with it the additional risk of fire. The College views this to be a serious breach of the College Health and Safety Policy and offenders could expect the sanction of suspension to be applied irrespective of the other provisions of this policy.

**Evaluation of the Policy:**

6. The policy will be reviewed on an annual basis. A copy of the policy will be included in the Staff Handbook and the Notes to Parents.

**Stop Smoking Support:**

7. **West Sussex Stop Smoking Helpline**  
(Chichester & Bognor areas, Adur, Arun and Worthing and Crawley area)  
01243 815505

**Mid-Sussex Stop Smoking Helpline**  
01444 475769

**Horsham & Chanctonbury Stop Smoking Support**  
01903 843416

## **ALCOHOL POLICY**

### **Introduction:**

8. Seaford College is a co-education day/boarding school situated in a rural area. We are aware that alcohol consumption is an accepted practice within many areas of society today and that there are increasing pressures on young people to experiment with alcohol with the potential attendant risks of damage to health. It is therefore important that the College makes clear its attitudes to alcohol so that the students receive consistent messages.

The educational, physical, mental, social and moral welfare of all students is the College's priority. We expect all staff, parents and visitors actively to support the approved policy.

### **Under Age Drinking of Alcohol:**

9. Apart from Sixth Formers under the provision set out below, the drinking of alcohol by students under the legal age of 18 years is expressly forbidden. It is illegal to purchase alcohol from a shop or an off-licence under the age of 18 years. It is also illegal to purchase or provide alcohol for anyone under the legal age. A student found to have committed any of these offences can expect the full range of school sanctions to be applied.

No student of any age is allowed to bring alcohol into the school. If a student does so as a gift it must be handed to their housemaster/tutor/or the recipient immediately for safe keeping.

### **Alcohol Consumption on the College Premises:**

10. Students must be made aware of the dangers of excess and underage drinking but given the general social acceptance of drinking alcohol in moderation, the College considers it has a duty to ensure Sixth Formers are introduced to social drinking in a controlled environment (whilst also accepting that many students will not want to drink alcohol, and promoting and encouraging this).

### **Supply of Alcohol in the College**

11. There are two types of situations when alcohol may be offered to students in the Sixth Form at the College:
  - a. At certain formal social events
  - b. At other less formal social events, as agreed with the Senior Deputy Head
12. The College holds a number of formal social events throughout the calendar year. These include, but are not restricted to:
  - The Leavers' Ball
  - The Year 12 Ball
  - The Prefects' Dinner
  - The CCF Dinner

These events are formal meals where alcohol is served.

In the first two examples, parents are invited and are expected to supervise their children. This is communicated to parents prior to the event. In the communication it is made clear to parents that they should be supervising the amount of alcohol their children are drinking. Any students boarding would be expected to sit with their houseparents and would not normally be allowed to consume alcohol, unless this had been discussed and agreed between the houseparent and the Senior Deputy Head prior to the event.

The second two examples are formal meals where parents are not normally invited but alcohol may be served (both with the meal and at a reception or with a toast). The students will sit on tables with staff, who will be in charge of monitoring the amount of alcohol served/drunk by the students on their table. The quantity of alcohol to be offered to students will have been agreed with the Senior Deputy Head prior to the event – this will normally be two glasses of wine with dinner and a glass at the reception/a glass of port for the toasts. Students who are drinking at these events would not normally be allowed to board that night.

13. There are other, less formal, times when permission may be requested from the Senior Deputy Head to serve alcohol to Sixth Form students. Examples of these types of occasions might include:

- Parties in Heden Hall/Heden Court
- A House Prefects Dinner in a restaurant
- A Heden trip to a restaurant
- A Sixth Form trip to a restaurant

This is not an exhaustive list, but rather examples of the type of occasion where permission might be granted. It goes without saying that alcohol should only be served in accordance with the law. If alcohol is allowed to be served, it must be done so under strict controlled circumstances and under close supervision. Food should always be available at these occasions, and the amount of alcohol should be restricted to two pints of beer/two glasses of wine per student (or the equivalent, for example cider). Spirits will never be provided.

Alcohol should not be consumed by Sixth Form (including leavers) on Sports or Speech day.

The College is committed to the health and safety of its pupils and members of the community and will take appropriate action to safeguard their well-being; the College does not condone the misuse of alcohol.

Alcohol consumption outside these parameters is considered against College rules and will be treated as a very serious offence. In accordance with the Major School rules, it should be made clear that any pupil breaching the major rules risk exclusion at first offence.

As outlined above, the permission of the Senior Deputy Head must always be gained before serving alcohol to Sixth Form students, whatever the function.

#### **Alcohol Consumption off the College Premises (Public Houses, Wine Bars etc):**

14. During the school day during term, on school outings and expeditions, no student may enter a public house, wine bar etc without permission from a member of Staff which is only likely to be given to Sixth Formers on condition that they will not drink alcohol.

**Role of the Staff and Staff Action:**

15. If any member of the Staff (academic or non-academic) has suspicions of alcohol misuse they must follow the procedure below.

**Rumour of Alcohol Activity:**

16. If a member of Staff should hear that a student or studentss are involved in alcohol related activities they should inform the Senior Deputy Head or one of the other Deputy Heads. They should also inform the student's Head of Year and Housemaster/Mistress. These Staff will confer and will decide the way forward. It is essential that no precipitous action is taken which might compromise an investigation however well intentioned.

**Dealing with pupils who appear to be under the influence of Alcohol:**

17. The initial priority is the well-being of the student. Disciplinary action will come later.

**Action:**

- i. If the pupil is totally incapacitated the member of Staff should make sure the student is lying on his/her side (preferably in the recovery position) so that any vomit is not inhaled. Medical help should be sought from the College Medical Centre and the student's Head of Year and Housemaster/Mistress should be informed.
- ii. If a boarder appears to be intoxicated to some degree he/she should be escorted to his/her house and placed in the care of the Senior House Staff or the Duty Staff. The Senior Deputy Head or Senior duty Staff should be informed and they should confer with the House Staff and decide if the situation requires medication involvement. If it does, the boarder should be taken to the Medical Centre and examined by the medical Staff. Subsequent action will be determined and agreed by the Sister and the House Staff. If the boarder's condition requires, it may be necessary to monitor the boarder until the effects of the alcohol wear off. In severe cases the boarder will be admitted to the Medical Centre and the supervision provided by the Medical Centre Staff. The boarder should be asked to explain, if possible, how he/she came to be in his/her condition. If the pupil is a day student, then parents should be contacted by Head of Year/Housemaster.

**Pastoral Support:**

18. Support must be offered to those involved in the incident. This could be provided by House Staff, Medical Staff and members of the Pastoral team.

**Personal, Social and Health Education Curriculum:**

19. Alcohol Education will be taught as part of the PSHE programme in a manner appropriate to the student's level of understanding:
  - to enable students to make healthy, informed decisions by increasing knowledge, understanding, challenging attitudes and developing communication and social skills
  - to provide accurate and appropriate information

- to help students develop an understanding for those experiencing or likely to experience alcohol misuse.

**Actions:**

20. The bringing in or use of alcohol within the College, except in circumstances outlined in this policy document is regarded as a serious disciplinary offence. The sanctions applied by the Senior Deputy Head or Headmaster for alcohol related offences will depend on the circumstances but are likely to be internal or external suspension or, in extreme or repeated offences, expulsion.

## **DRUGS & SOLVENT ABUSE POLICY**

### **Introduction:**

21. It would be a very complacent school that thought that it was totally free of drugs. Drugs are freely available if you know where to go and are prepared to pay the going rate. Students of Seaford College come from many parts of the country (and world) and many will come in contact with drugs through their peer groups in their hometown.

Although by its location Seaford College is protected to some extent, drugs could find their way into the College through students returning with them from home or acquiring them locally. It is essential therefore that everyone is on his/her guard and is aware of the possibilities of our pupils experimenting with drugs.

The College is committed to the health and safety of its students and members of the community and will take appropriate action to safeguard their well-being.

The College does not condone the misuse of drugs, alcohol, solvents or the supply of these substances and will take the strongest action against those who do.

### **College's Stance on Substance Misuse:**

22. The educational, physical, mental, social and moral welfare of all pupils is the College's priority. We expect all Staff, parents and visitors actively to support the approved policy.

Students will be instructed about the harmful effects of drug and substance misuse through the Personal, Health & Social Education curriculum and in discussions with their Tutors.

The College will follow the advice given in the DFE's advice (Sept 2012) 'Drugs advice for schools'.

### **Parents:**

23. This policy, as with all policies, will be made available to parents. A list of supporting agencies and literature will also be made available on request (See Information and Support (Drugs)).

### **Background Information on Drugs and the Law:**

24. In recent times over 150,000 people each year have been found guilty or cautioned for the possession or supply of controlled drugs (2022/23 – 177,994, 2021/22 – 179,215). The number has been going down each year since a peak in 2008/9 (although there was a spike in 2020/21). Just under 90% of offenders are male and the majority are aged 17 – 24. Over 60% of cases concern the possession of a small amount of cannabis. This may result in a small fine but in many areas of the country police will issue a caution (especially when it is a first offence involving a young person) and not take the case to court.

The Misuse of Drugs Act (MD) regulates what are termed controlled drugs. It divides drugs into three classes as follows:

**Class A:** These include cocaine and crack (a form of cocaine), ecstasy (MDMA), heroin, LSD, methadone, magic mushrooms, methamphetamine (crystal meth);

**Class B:** These include amphetamines and barbiturates, cannabis, codeine, gamma hydroxybutyrate (GHB), gamma-butyrolactone (GBL), ketamine, methylphenidate (Ritalin), synthetic cannabinoids, synthetic cathinones (eg. mephedrone and methoxetamine);

**Class C:** These include anabolic steroids, benzodiazepines (diazepam), piperazines (BZP), and khat and nitrous oxide (laughing gas).

Class A drugs are treated by the law as the most dangerous. Offences under the Misuse of Drugs Act can include:

- Possession of a controlled drug;
- Possession with intent to supply another person;
- Production, cultivation or manufacture of controlled drugs;
- Supplying another person with a controlled drug;
- Offering to supply another person with a controlled drug;
- Import or export of controlled drugs;
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs or supply or production of any controlled drugs.

N.B. Certain controlled drugs, such as amphetamines, barbiturates, heroin, methylphenidate (Ritalin) and methadone, can sometimes be obtained on prescription. In such cases, their possession is not illegal, but to sell or pass to anyone else becomes an offence.

For further details on drugs penalties:

<https://www.gov.uk/penalties-drug-possession-dealing>

#### **Role of the Staff and Staff Action:**

25. Staff must, as part of their role in *loco-parentis*, be aware of their responsibilities towards supporting the welfare of the student i.e. in both academic and pastoral areas. To enable them to cope with situations involving drug abuse staff will receive training.

#### **Staff Training:**

26. All academic and senior non-academic Staff, medical Staff (including the GPs) will be provided with a copy of the Drugs Policy document. They will be given guidance on substance use/misuse. It is imperative that all Staff are aware of the warning signs that pupils may exhibit as a result of substance use/misuse. Staff will be given the necessary training to recognise these signs and the procedures to support the policy.

Staff should also be aware of the confidential help and support available from ADFAM (01394461443) i.e. literature, individual counselling for staff, students and parents.

**Action:**

27. If any member of Staff (academic or non-academic) has suspicions of drug or solvent abuse they must follow the procedure below.

**Rumour of Drug Activity:**

28. If a member of Staff should hear that a student or students are involved in drugs they must immediately inform the Senior Deputy Head or a senior member of staff (for example one of the other Deputy Heads). Unless the situation demands instant action by the member of staff, no investigation should be conducted. It is essential that no future action is compromised by premature action albeit well intentioned.

When the Senior Deputy Head or the most senior member of staff available has gathered the information he will direct the nature of the investigation and work with the senior staff to establish the facts.

**Dealing with students who appear to be under the influence of some substance:**

29. The initial priority is the well-being of the student. Disciplinary action will come later.
30. If a student is behaving in an unnatural way and a member of staff suspects it is a result of taking drugs, they should immediately escort him/her to the Medical Centre.

The Senior Deputy Head/Deputy Head should then be informed.

The student should be asked to explain, if possible, how he/she came to be in his/her condition. If the medical staff are not satisfied with the explanation they should inform the School Medical Centre staff.

If it is obvious that a student is suffering as a result of taking something and he/she will not admit it, then it may be necessary to take a urine test. Where possible parents will always be informed prior to the test being taken.

If the student refuses to provide samples or the parents refuse to give their permission this could lead to adverse conclusions being drawn.

**Random Testing:**

31. The College reserves the right to test any student at any time throughout the academic year. Any student failing such a test will be subject to a suspension from the College and if subsequent tests prove positive should expect to be asked to leave the College. Tests may either take the form of a saliva test or a urine test (although a urine test will always be the preferred method, where possible). The College reserves the right to test any student without having made contact with the parent first, although every reasonable attempt to do so either before or immediately afterwards will be made.
32. Anyone who seeks to interfere in attempting to falsify a sample, or colludes in assisting another in order to falsify a sample, is liable to be excluded (either permanent or temporary depending on the individual circumstances).

33. Sniffer dogs are deployed at least twice every term (and often more frequently) on a random basis around the College premises, including boarding houses, the dining room, common rooms, locker areas, classrooms, and staff and department offices. Typically, an active dog is used to search areas for illegal drugs and traces of illegal substances. In addition, a passive dog is used to detect the presence of drugs and illegal substances in or on students. If one of the dogs indicates the presence of drugs, a urine test may be carried out.

**Sanctions:**

34. The bringing in or use of drugs within the College is regarded as a serious disciplinary offence, as is overtly supporting the use of drugs and illegal substances.

In instances involving the misuse or supply of drugs on the College premises, or during a College activity, the Senior Deputy Head will inform the student's parents. The College will carefully consider any such incident individually. It is likely that any student/s who are found in possession of or using of illegal drugs will be excluded, either temporarily or permanently.

Those who are in possession or have used a Class A drug, or acted as a source of supply for any type of forbidden substance to any other student will almost always be met with permanent exclusion. Each case, however, will be judged on the evidence and information available at the time. Promoting the misuse of drugs amongst other students may also be met with permanent exclusion.

Glue sniffing and solvent abuse are also considered to be very serious disciplinary offences and could result in suspension and/or expulsion.

The College community extends beyond the campus. Students of Seaford College may not use, possess or supply these substances at any time; either at College, away from College or during the holiday periods. Offences traced back to the holidays will be treated in the same way as offences that occur during term time.

**Circumstances & Conditions:**

35. In certain circumstances, and on the Headmaster's sole discretion, a student who contravenes the College's policy may be allowed to continue in the College on certain conditions which must be strictly adhered to:

- The student must have no previous record of serious breach of the College's discipline in any matter
- The student must show due remorse
- The student no longer uses drugs
- The student must cooperate in identifying sources of supply
- Parents must consent to the College's right to require the student to undergo regular testing for drug use
- The student must provide details about when they last took a drug
- Subsequent use, possession or supply of a drug will be cause for immediate dismissal as will other serious breach of School discipline

## **Personal, Social & Health Education Curriculum:**

36. Drugs Education will be taught as part of the PSHE programme in a manner appropriate to the child's level of understanding:

- to enable students to make healthy, informed decisions by increasing knowledge and understanding, challenging attitudes and developing communication and social skills
- to provide accurate and appropriate information about substances
- to help students develop an understanding for those experiencing or likely to experience substance use/misuse
- to prepare students to expect to be presented with the temptations of drug and solvent abuse at any time and develop in them a readiness to resist these temptations themselves and persuade others to do likewise
- to help build a society which shuns the illegal use of drugs.

## **Information & Support (Drugs)**

### **Pastoral Support:**

37. If admitted to the College, students who have taken drugs before coming to the College will be enrolled on to the College Drugs Testing Programme for the duration of their stay at the College, or until the Headmaster decides otherwise. Pastoral support will be offered, and confidentiality will be ensured.

Students may be enrolled on the Drugs Testing Programme on a voluntary basis at either their, or their parents', request; again pastoral support and confidentiality will be provided. If a student comes forward of their own free will then the College may decide, depending upon circumstances, that neither of the first two sanctions should be enforced.

## **Information and External Support**

38. Support must be offered to those involved in any incident. This could be provided by House Staff, Medical Staff, ADFAM.

- **National:**  
**FRANK** (National Drugs Helpline) 0800 776600  
24 hr confidential advice and information line and leaflet provider for parents and young people. [www.talktofrank.com](http://www.talktofrank.com)
- **Drinkline** 0800 917 8282  
National alcohol helpline for anyone who needs information or help about alcohol
- **DRUGSCOPE** 0207 928 1211 [www.drugscope.org.uk](http://www.drugscope.org.uk)  
Leading substance misuse agency that provide a range of publications and policy guidance.
- **Alcohol Concern** [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)  
Leading national agency on alcohol providing a comprehensive website and factsheets as well as educational resources.

- **West Sussex Support for Young People**

One to one counselling and support for young people between the ages of 10 – 19 with serious and complex drug and alcohol problems (Tier 3). Also offer support to Tier 1 and Tier 2 workers. T: 01903 230600 F: 01903 219203

[www.wsypsms@crinet.co.uk](mailto:www.wsypsms@crinet.co.uk)

### **Drugs Testing Programme**

39. The students enrolled on the College Drugs Testing Programme are:

- Those readmitted to the College
- Those pupils about whom there are pastoral concerns
- Those pupils who have requested to be enrolled

The programme aims to offer:

- Pastoral support and confidentiality
- Counselling
- Professional advice from healthcare professionals
- Random drug testing, with the cost being borne by the parents

Anyone who seeks to interfere in attempting to falsify a sample, or colludes in assisting another in order to falsify a sample, is liable to be excluded (either permanent or temporary depending on the individual circumstances).

Where reasonable grounds for suspicion exist, the School may carry out a drugs test without notice. Such grounds will include long periods of lethargy, unusual signs of aggression or aggravated failure to cooperate, in addition to intelligence or reports, which give rise to suspicion.

When the Headmaster or Senior Deputy Head decides that a pupil will be tested, the test will be pre-arranged with the Medical Centre. One member of staff as well as the tester will accompany the student to the medical centre, where a sample will be taken in accordance with Drug Testing guidelines. The test result is returned to the Senior Deputy Head. Where possible, parents will be informed prior to the test

If a student refuses a drugs test, or parent refuse for a test to be carried out, the student will be externally suspended from the College. If a student voluntarily comes forward or if his/her friends/parents give information that the student may be involved in drug abuse the student may be tested as outlined in the points above.