



Alcohol, Tobacco and Vaping Policy

This policy, which applies to the whole school, inclusive of boarding, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Owner: Deputy Head Pastoral

Approving Body: Safeguarding and Wellbeing Committee

Date of last Review: September 2025

Date of next Review: June 2027

Linked Policies, Procedures and Resource Materials:

- Safeguarding and Child Protection Policy
- Risk assessments for pupil welfare;
- Behaviour and Rewards Policy
- School Rules
- Searching and Confiscation Policy

AIMS

- To educate students about substances so that they can make informed choices – see also I don't think we have this?
- To widen understanding about health issues that arise from smoking, vaping and alcohol abuse;
- To enable students to seek and identify sources of support.

INTRODUCTION

Woldingham does not condone smoking tobacco, vaping or the misuse of alcohol by members of the school, nor the illegal supply of these substances. We are committed to the principle of health and safety for all students and for the need to safeguard their well-being. The school has a responsibility as an educational establishment to promote healthy living and to put forward the dangers of smoking, vaping and alcohol abuse.

Woldingham makes stringent efforts to deter smoking, vaping and the misuse of alcohol. The school's PSHE programme, is designed to raise awareness amongst pupils about the issues and to warn students of the dangers to their physical and mental health.

Our medical staff play an active role in promoting greater awareness about the risks involved and will offer informed medical advice. Students can discuss their individual worries about drinking, vaping and smoking with any member of the pastoral team. They can also refer themselves to the medical staff and to the school Counsellor for individual guidance, without fearing sanctions or adverse report. We are very conscious of the importance of working together in order to promote the well-being of our students.

PROCEDURES

In the following section we explain the action that will be taken at Woldingham if a student is in breach of the school's guidelines on alcohol or smoking or vaping.

ALCOHOL ABUSE

The consumption or being in possession of alcohol is forbidden anywhere on school premises (*or off premises while in school uniform*) for girls below the Sixth Form (Years 7-11). Sixth Form students may consume alcohol under the following conditions:

- When express permission has been given by the member of staff in charge of an event and sanctioned by a member of SLT, Sixth Form are permitted to have up to two (dependant on age and occasion) glasses of wine/beer/cider/Pimms at an event where a meal is also served. Soft drinks are always available at these events.
- Students over the age of 16 may legally drink a glass of wine, beer or cider with a meal if it is purchased by an adult and they are accompanied by an adult.
- Students may not visit pubs and drink alcohol without eating on local exeats.
- Other organised activities involving alcohol, such as Upper Sixth Wine Society, are run with the signed permission of parents involved and are closely supervised by staff.

Aside from these circumstances, when there is evidence that a student:

- has brought alcohol onto school premises;
- is in the possession of alcohol on school premises;
- has consumed alcohol on school premises;
- has returned from weekend or local exeats demonstrably under the influence of alcohol;
- has been identified off school premises but in school uniform consuming alcohol.

The sanction for such unauthorised drinking, supplying or possession of alcohol will be, in the first instance, suspension for 48 hours and parents will be contacted. The suspension may be reduced to 24 hours if a student comes forward to admit the misdemeanour, thus preventing a protracted investigation, and is suitably contrite. (If a student has been caught in the company of anyone consuming alcohol on School premises, she may expect to face the same sanction.)

The rules outlined above also apply to:

- school visits at home or abroad;
- exchanges with other schools;
- places visited by girls during local exeats.

Students who have consumed alcohol will have to be assessed by the Health Centre prior to this suspension. Repeat drinking offences will carry the same sanctions and a serious review of the student's behaviour will be necessary in conjunction with her parents.

ACTION BY STAFF

If staff discover any alcohol abuse by students on the premises or on school trips, they should report this to the Head of Year or trip organiser. They in turn have a duty to inform the Deputy Head Pastoral and the immediate sanction is suspension.

Staff must ensure that a student does not go to sleep under the influence of alcohol because of the danger of choking. She should be kept awake and encouraged to drink water. Staff should stay with the student until they are sure that she is over the worst. If required, the girl should be taken to the Health Centre.

CIGARETTE SMOKING AND VAPING

Smoking by students is forbidden anywhere on the school site at all times, this includes the train station and its approach. E-cigarettes and vaping equipment are also included in this ban.

Being caught smoking or vaping will incur an immediate suspension for 24 hours. If a student has been caught in the company of anyone smoking/vaping on School the School site, she may expect to face the same sanction.

When there is evidence that a student:

- has brought cigarettes/tobacco or vaping equipment onto the school site;
- is in the possession of cigarettes/tobacco or vaping equipment on the school site;

The sanctions are as follows:

First offence:

The student will receive an SLT detention and a letter will be sent to parents.

Further offence:

Further offence will incur a 24-hour suspension. Parents will be expected to discuss their daughter's habitual smoking/vaping with the Deputy Head Pastoral and/or Deputy Head Safeguarding. Students will be required to discuss their smoking/vaping with the Health Centre and set targets for controlling and giving up their habit. Persistent offending will be treated in line with the school's Sanctions

Sale or supply of smoking/vaping paraphernalia

If a student is believed to be supplying or selling tobacco-based products or vaping paraphernalia to other students, they should expect to serve an immediate suspension of at least one day.

Drinking and smoking offences are cumulative for the duration of a student's time at Woldingham. Ribbons who breach such school rules can expect the loss of the privilege of being a Ribbon.

The rules outlined above also apply to:

- school visits at home or abroad;
- exchanges with other schools;
- places visited by girls during local exeats.

Matches, lighters and other incendiary devices are forbidden on school premises; anyone found in possession of such items will have them confiscated.