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| <b>Sponsor</b>                     | <b>HoSF</b>              |
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| <b>Governors' Review Committee</b> | <b>Education/Welfare</b> |

## **ALCOHOL AND TOBACCO/E-CIGARETTE POLICY**

### **AIMS**

- To educate girls about substances so that they can make informed choices – see also Drugs Education Policy;
- To widen understanding about health and sex issues that arise from smoking and alcohol abuse;
- To enable girls to seek and identify sources of support.

### **INTRODUCTION**

Woldingham does not condone smoking (including vaping/e-cigarettes) 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 pupils 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 and alcohol abuse.

Woldingham makes stringent efforts to deter smoking and the misuse of alcohol. The school's 'Thrive' programme, including Health Education, is designed to raise awareness amongst pupils about the issues and to warn girls 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. Girls can discuss their individual worries about drinking 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 girl is in breach of the School's guidelines on alcohol or smoking.

## 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 girls 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 one glass of wine/Pimms at an evening event where a meal is also served. Soft drinks are always available at these events.
- Girls 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.
- Girls may not visit pubs and drink alcohol without eating on local exeats.
- Other organised activities involving alcohol, such 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 girl:

- 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 girl comes forward to admit her misdemeanour, thus preventing a protracted investigation, and is suitably contrite. (If a girl 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.

Girls 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 girl's behaviour will be necessary in conjunction with her parents.

## **ACTION BY STAFF**

If staff discover any alcohol abuse by girls 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/or Senior Deputy Head and the immediate sanction is suspension.

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

## **CIGARETTE SMOKING**

Smoking by girls is forbidden anywhere on School premises at all times. E-cigarettes are also included in this ban.

Smoking in School buildings puts at danger the entire School community and will incur an immediate suspension for 48 hours. 'Vaping' e-cigarettes also comprises the health and safety of others in the vicinity and will incur an immediate suspension. The suspension may be reduced to 24 hours if a girl comes forward to admit her misdemeanour, thus preventing a protracted investigation, and is suitably contrite.

When there is evidence that a girl:

- has brought cigarettes/e-cigarettes/cigars/tobacco onto School premises;
- is in the possession of cigarettes/ e-cigarettes /cigars/ tobacco on School premises;
- has been found smoking/vaping in School grounds, in surrounding fields and woodland, at Woldingham Station or its approach

The sanctions are as follows:

(If a girl has been caught in the company of anyone smoking/vaping on School premises, she may expect to face the same sanction.)

### **First offence:**

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

### **Second offence:**

A second offence will incur a 24/48 hour suspension. Parents will be expected to discuss their daughter's habitual smoking/vaping with the Headmistress or Deputy Head Pastoral/Senior Deputy Head. Sixth Form girls on their second offence will be required to discuss their smoking/vaping habit with the Health Centre and set targets for controlling and giving up their habit.

Drinking and smoking offences are cumulative for the duration of a girl'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.