



Excel
Tutors

Smoking, Drinking and Drug Policy

Introduction

Excel Tutors is committed to ensuring that the Tuition is a healthy Tuition, free from the misuse of alcohol, drugs, tobacco and other substances, and with students educated in the harm that misuse can do.

This policy should be read in conjunction with the Promoting Good Behaviour and the Searching Screening and Confiscation policies.

ALCOHOL

Aim

Excel Tutors is committed to encouraging students to adopt a responsible attitude towards alcohol and to making them fully aware of the dangers of alcohol both to themselves and to others.

Statement of Policy

The Tuition requires students always to observe the law, especially as regards the age at which alcohol may be purchased or consumed. Alcohol consumption has a detrimental effect on overall health; it is therefore strongly discouraged, even for students old enough to be legally allowed to consume it. Older students are reminded that the Tuition rules apply to them until they have left the Tuition, whatever their age.

The Tuition prohibits the possession, consumption and purchase of alcohol by any student under the age of 18 except under circumstances allowed by UK law. Parents, agents or guardians should not convey gifts of alcohol to members of staff *via* under-age students.

The possession or consumption of alcohol is prohibited on Tuition premises and in the residences and care must be taken at any time when the student is representing or associated with the Tuition. Tuition students must never bring themselves or the Tuition into disrepute through the consumption of alcohol.

Prevention of alcohol abuse through education.

A responsible attitude to drinking is promoted through the PSHE and Super Curricular programmes.

Disciplinary procedure following any misuse of alcohol.

If a student is found to be drinking alcohol under the age of 18 or being intoxicated during Tuition time or in the boarding accommodation at any time, students will:

- receive a £200 fine, donated to a charity
- have the alcohol confiscated

Students will be guided by the Director of Student Services (DSS) to seek help and support externally.

Students who permit their visitors in the boarding houses, irrespective of age, to drink alcohol will be fined £200 and the alcohol will be confiscated.

If the student and the visitor are drinking alcohol in the boarding houses, irrespective of age, the above sanctions will be applied for both offences i.e., once for participating themselves and secondly for allowing another person to drink alcohol, i.e., £200.

Boarders who are suspected of drinking alcohol will be subjected to alcohol tests conducted by boarding staff (see random testing section below).

The nature and seriousness of incidents involving alcohol can vary enormously; in certain circumstances a first offence could fall within Level 4. A situation where a student is very ill owing to alcohol abuse will be taken particularly seriously, as will supplying alcohol for other students, or drinking spirits. If students in the care of the Tuition are involved in an incident related to the abuse of alcohol involving or resulting in criminal activity, the Police will normally be informed.

In all cases the student will thereafter be subject to regular room searches, or bag searches, if the incident occurred outside the boarding accommodation.

We reserve the right to breathalyse students that we believe are under the influence of alcohol whilst living in the residence or on Tuition property.

In all cases students in possession of alcohol will have it confiscated. All confiscated alcohol will be disposed of.

Support

Students who infringe the alcohol policy may need help and guidance: support through referral to a qualified counsellor may be suggested and discussed with the student and his or her parents, agents or guardians.

Record Keeping

The DSS will keep a record of all incidents which will be passed to the VP to record in the NMS (NMS Standard 7) of all incidents and subsequent punishments, together with copies of letters to parents, agents or guardians.

DRUGS

Introduction

This Tuition defines drugs as any substance that produces an intoxicating or hallucinatory experience. The Tuition will not tolerate student taking, supplying and using illegal drugs while at the Tuition. Over-the-counter medicines or medicines prescribed by a doctor may be used in Tuition provided they comply with the Medical Needs policy.

Responsibilities

The Director has overall responsibility for the implementation of the policy. The Director/senior management:

- a) liaises with the governing body and parents, agents or guardians, and external agencies as appropriate, and is responsible for the training and support of staff
- b) is responsible for liaison with the media (in conjunction with the communications and marketing department) when necessary
- c) ensures that a satisfactory investigation has been carried out before making a decision on exclusion
- d) will appoint a suitable person or persons as Co-ordinator(s) for Drugs and Other Substances (CDOS)
- e) will report students believed to be dealing drugs to the Police.

The Director and Senior Management:

- a) attends relevant meetings of the (appropriate) staff
- b) ensures that all students, parents, agents or guardians and staff are aware of the policy and its implications.
- c) liaises with the Police and Local Authority's Drug Adviser
- d) co-ordinates the detail of the Tuition's drugs education programme
- e) ensures that staff have the relevant skills and support to give advice to students.

The Senior Management Team and Governors will receive reports termly from the CDOS who will report on the progress of the education programme, and any sanctions that have had to be applied since the last meeting.

All members of staff must know the Tuition's policy and to seek to obtain the relevant skills and knowledge to support the policy. The CDOS will endeavour to provide all relevant staff with appropriate training in drug education and the handling of incidents.

Definition

Legal drugs which must never be in any Tuition buildings include common ones such as:

- a) alcohol
- b) solvents
- c) prescription drugs

Controlled drugs which must never be in any Tuition buildings include, but not limited to, the following common ones:

- a) cannabis
- b) ecstasy (also known as MDMA or Mandy)
- c) heroin
- d) crack/cocaine
- e) LSD
- f) Xanax (unless prescribed, in which case, this needs to be held by the Tuition staff)

The Tuition will treat as a controlled drug any substance of whose legal status a member of staff is unsure or which they have reason to believe may be a controlled drug.

Drug paraphernalia includes, but it is not limited to:

- a) Grinders
- b) Long tobacco papers
- c) Roach packs
- d) Bongs
- e) Miniature scales

CBD Products

There are CBD remedies that are legal and therefore permitted in Tuition. However, it is the responsibility of the student to advise the staff they are using CBD products and the reason for their use. The Tuition reserves the right to ban a CBD product if there is reason to doubt their legality.

Students

The CDOS will ensure that drugs education is included in the PSHE and Super Curricular programmes (and other appropriate areas of the curriculum).

The programme will:

- a) inform students about drugs and their effects
- b) promote a positive attitude towards a healthy lifestyle
- c) increase students' understanding of the health and social implications of the use and misuse of drugs
- d) inform students about courses of action open to them if they or people they know become, or might become, involved in drugs activity
- e) inform students about support and resources available in Tuition and outside Tuition

Parents, agents or guardians

The CDOS will ensure the Drugs policy is available on the website for parents, agents or guardians each year.

Staff

The CDOS will ensure that academic and pastoral and administrative staff are aware of the Tuition's policy. The Facilities Manager will ensure that the maintenance staff, and all external contractors working at the Tuition, are aware of the Tuition's policy.

Random testing

We reserve the right to request a drugs test. To emphasise the zero tolerance of illegal drug use and to encourage all students to desist from taking illegal drugs at any stage of their time at Excel Tutors, the Tuition reserves the right to operate a system of random testing.

Should a test prove positive the student will be interviewed and, if they accept the result, may be sent home, or grounded at the Boarding house for a period of up to one week. In certain cases the student may be permanently excluded from the Tuition. On their returning to Tuition, the student will meet with the DPC and be re-tested once sufficient time has elapsed to allow the drugs to clear their system.

Should a student refuse to take the test their parents, agents or guardian will be asked to attend a meeting at the Tuition during which a way forward will be discussed. Parents, agents or guardians will be at liberty to make their own arrangements for their child to be tested, with the expense being borne by the parents, agents or guardians.

Should a student and/or their parents, agents or guardians dispute the results of the test, the Tuition will arrange for further urine or blood test to be taken under the supervision of a medical advisor, with the expense being borne by the parents, agents or guardians.

Action to be taken in incidents involving misuse of drugs

All staff, students and parents, agents or guardians should be clear about the action that will be taken in any drug related incident.

- a) Staff should ensure that all cases of misuse of drugs, or suspected misuse, are reported to the Director or the Vice Director/senior management. The Drug Incident Record will be kept up to date at all times
- b) In all instances involving substance misuse or supply on the Tuition's premises the Tuition will inform parents, agents, or guardian and ask for their co-operation
- c) The Tuition will consider each drug incident separately; however, the director's belief is that it is essential that parents, agents or guardians and students are clear about the normal sanctions that will be applied in particular instances, as follows:
 - i) A student who supplies any illegal drugs on the Tuition premises will normally be permanently excluded for a first offence. The Police are likely to be involved. In the case of the supply of a drug which is legal (including over-the-counter drugs) the Director will assess the seriousness of the incident before deciding whether to exclude permanently or for a fixed period. 'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another student of the Tuition, introducing fellow students to a drug dealer, and any other instance of procuring legal or illegal drugs for him/herself or other students. 'Supply' includes supplying for money or free-of-charge.
 - ii) A student who has been found to have taken an illegal substance may be suspended or excluded for a fixed period for a first offence. The Director will assess the seriousness of the incident before deciding whether to exclude the student and if so whether permanently or for a fixed period. The student's family will be informed; if the student is suspended or excluded, they will whenever possible return to their family during their exclusion so that the family can become involved in discussion and rehabilitation. The Tuition will determine what counselling/support needs to be provided and/or other action taken instead of suspension or during or after the exclusion. At the least the student will be required to sign a Behaviour Improvement Contract (see Appendix E, Promoting Good Behaviour policy) and to undergo regular tests for drug misuse as a condition of returning to Tuition.

For a second offence, the Director will assess the seriousness of the incident before deciding whether a fixed-term exclusion is appropriate, or whether it is appropriate to exclude permanently. In coming to a decision, the Director will take into account any expert advice that may be available, and consider whether further counselling or testing is appropriate.

Additional sanctions in relation to breaking of the Tuition policy

Being in possession of drug paraphernalia or banned substances on Tuition premises, in the boarding accommodation or in a hosts' home is not acceptable, students will:

- receive a £200 fine which will be donated to a local charity
- have all banned substances and drug paraphernalia, including lighters, confiscated and,
- any costs incurred by the Tuition will be recharged to the fee payer, for example for drug testing supplies, redecoration and/or deep cleaning.

Students in accommodation

Students in boarding accommodation who are in possession of drugs and/or drug paraphernalia will face probable exclusion from the Tuiton if the evidence is deemed sufficient, the decision is at the discretion of the Director or designated person.

Students suspected of being in possession of illegal drugs in the boarding accommodation will be subject to a no notice search and if contraband is found will be seen by the Director or designated person for disciplinary and likely permanent exclusion.

Offences during the holidays

If a student is involved in a drug-related incident during the Tuiton holidays the Director will assess the implications for the student and the Tuiton and determine the best course of action, bearing in mind the interests of the student and the interests of the Tuiton and wider community. The Tuiton will consult the appropriate Police Liaison Officer or other agencies before making a decision.

Involvement of the Police

The Director will determine whether to inform the Police Liaison Officer of any drug incidents involving the possession of drugs within the Tuiton and will seek relevant support and advice. Where the Tuiton suspects that drugs are being sold on the premises all relevant suspicions and information will be passed to the police.

SMOKING

Aim

Excel Tutors is committed to encouraging students to avoid smoking and to making them fully aware of the dangers of smoking to their health, fitness and well-being. Smoking includes the use of electronic cigarettes as well as tobacco.

Statement of Policy

The Tuiton requires students always to observe the law, especially as regards the age (18) at which smoking materials may be purchased. Smoking has a strong detrimental effect on overall health, is prohibited by law in public buildings and by the Tuiton in all Tuiton buildings, including the Boarding accommodation and Host homes, and presents a major fire hazard. For these reasons smoking is prohibited on and near Tuiton premises and Tuiton buildings and is strongly discouraged at all times. Students must never bring themselves or the Tuiton into disrepute through smoking.

Prevention of smoking through education

Smoking and its detrimental effects are discussed through the Senior Tutor programme: this includes the health and legal aspects of tobacco consumption with a strong emphasis on the development of responsible attitudes and informed decision taking.

Sanctions in relation to breaking of the Tuiton policy

Smoking – on Tuiton premises, in the boarding accommodation or in a hosts' home is not acceptable, students will:

- receive a £200 fine which will be donated to Cancer Research

- be sanctioned (see Promoting Good Policy for more details)
- have all cigarettes/tobacco/papers and lighters confiscated
- be charged with the cost of redecorating of the room which will be carried out at the end of the academic year
- be charged with the cost of giving the room a deep clean at the end of the academic year

If bedding items have to be dry cleaned or replaced this will be charged to the student. Any damage to property caused by smoking will be charged to the student/s responsible for example, bedding replacement including pillows, the mattress and/or duvet. Students who permit their visitors to smoke will be sanctioned in the same way.

Vaping - on Tuition premises, in residences or hosts home (without permission) is not acceptable, students will:

- receive a £200 fine which will be donated to Cancer Research
- be sanctioned (see Promoting Good Policy for more details)
- have their vape file/atomizer confiscated

If bedding items have to be dry cleaned or replaced this will be charged to the student. Any damage to property caused by smoking will be charged to the student/s responsible for example, bedding replacement including pillows, the mattress and/or duvet.

Students who permit their visitors to vape in the residence will be sanctioned in the same way.

Smoke detectors – are in every room in the boarding houses, including in students' bedrooms. Each detector is connected to the main fire panel in the building. Tampering, smoking or vaping in a bedroom will set off the alarm system in the building. Students who tamper with the smoke detector in their room, or any other room in Tuition buildings will be fined £250 for the first offence and £500 for subsequent offences. Additionally, any costs incurred getting the alarm company to test/reset or replace the smoke detector, or part of the system will be charged to the student. Further disciplinary sanctions will apply (behaviour policy).

Support

Students who infringe the smoking policy may need help and guidance: support through referral to a qualified counsellor or organisation such as the NHS may be suggested and discussed with the student and his or her parents, agents or guardians.

Record Keeping

The Tuition keeps a record of all major incidents and subsequent punishments, together with copies of letters to parents, agents or guardians.