



OXFORD
TUTORIAL COLLEGE

Policy on Alcohol, Smoking and Drugs

Revised: August 2017
Review date: August 2018

Introduction

Oxford Tutorial College is committed to ensuring that the College is a healthy College, 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 Search Policies.

ALCOHOL

Aim

Oxford Tutorial College 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 College 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 College rules apply to them until they have left the College, whatever their age.

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

Prevention of alcohol abuse through education

A responsible attitude to drinking is promoted through the Personal Tutor programme.

Disciplinary procedure following any misuse of alcohol

If a student is found to be drinking alcohol under the age of 18 or being drunk during school time, students will:

- receive a £100 fine donated to Alcoholics Anonymous
- have the alcohol confiscated
- Students will be guided by the SSD to seek help and support externally

Students who permit their visitors in College accommodation or premises to drink under age will be fined £100 and the alcohol will be confiscated.

- a) Level 1: See Student Services Director (SSD). Sanction plus letter home
- b) Level 2: See SSD and Principal. Temporary suspension
- c) Level 3: See Principal. Permanent exclusion

Whether an offence falls within Level 1 or 2 is decided by the SSD and Principal based on the seriousness of the incident and the age of the student concerned. The nature and seriousness of incidents involving alcohol can vary enormously; in certain circumstances a first offence could fall within Level 3. 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 College are involved in an incident related to the abuse of alcohol involving or resulting in criminal activity, the Police will normally be informed.

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 SSD keeps a record (NMS3) of all incidents and subsequent punishments, together with copies of letters to parents, agents or guardians.

DRUGS

Introduction

The College defines drugs as any substance that produces an intoxicating or hallucinatory experience. The College operates a zero tolerance toward any student taking illegal drugs while at the College. Over-the-counter medicines or medicines prescribed by a doctor may be used in College provided they comply with the Medical Needs policy.

Responsibilities

The Principal has overall responsibility for the implementation of the policy. The Principal

- 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)

The SSD acts as CDOS and liaises with the Principal. The CDOS

- 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 College's drugs education programme
- e) ensures that staff have the relevant skills and support to give advice to students.

The Senior Management Team will regularly receive reports 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 College'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 College include common ones such as:

- a) alcohol
- b) solvents

Controlled drugs which must never be in College include the following common ones:

- a) cannabis
- b) ecstasy
- c) heroin
- d) crack/cocaine
- e) LSD
- f) MDMA

The College 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.

Drugs Education

Students

The CDOS will ensure that drugs education is included in the Personal Tutor programme (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 College and outside College

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 staff are aware of the College's policy. The Bursar will ensure that administrative and estates staff, and all external contractors working at the College, are aware of the College'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 Oxford Tutorial College, the College 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 Residence for a period of up to one week. On their returning to College, the student will meet with the SSD 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 guardians, agent or guardian will be asked to attend a meeting at the College 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 College 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 Principal or the SSD. The Drug Incident Record will be kept up to date at all times
- b) In all instances involving substance misuse or supply on the College's premises the College will inform parents, agents or guardians, agents or guardians (if student is under 18) and ask for their co-operation
- c) The College will consider each drug incident separately; however, the Principal believe 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 College 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 Principal 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 College, 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 excluded for a fixed period for a first offence. The Principal 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 excluded they will whenever possible return to their family during their exclusion so that the family can become involved in discussion and rehabilitation. The College 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 contract and to undergo regular tests for drug misuse as a condition of returning to College.

For a second offence, the Principal 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 Principal

will take into account any expert advice that may be available, and consider whether further counselling or testing is appropriate.

Students in accommodation

Students in residence may be grounded until the College feels it is appropriate to lift the sanction. The College may feel it is appropriate to move a student into alternative accommodation (residence or homestay). The student concerned may be excluded from the College at the discretion of the Principal.

Offences during the holidays

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

Involvement of the Police

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

SMOKING

Aim

Oxford Tutorial College 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 College 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 College in all College buildings, including the Residences and Host homes and presents a major fire hazard. For these reasons smoking is prohibited on and near College premises and College buildings and is strongly

discouraged at all times. Students must never bring themselves or the College into disrepute through smoking.

Prevention of smoking through education

Smoking and its detrimental effects are discussed through the Personal 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.

Disciplinary procedure in relation to breaking of the College policy

- a) Level 1: See SSD. Warning
- b) Level 2: See SSD. Sanction plus letter home
- c) Level 3: See SSD and Principal. Temporary or permanent exclusion

Whether an offence falls within Level 1, 2 or 3 is decided by the SSD and Principal based on the seriousness of the incident, the number of incidents, location and the age of the student concerned. The nature and seriousness of incidents involving smoking can vary enormously; in certain circumstances, for instance creating a major fire risk, a first offence could fall within Level 3.

Sanctions for smoking or vaping on college premises, in residences or hosts home (uninvited) will be enforced by:

- issuing a £100 fine which will be donated to Cancer Research/MacMillan Nurses or other charity
- having all cigarettes/tobacco/papers and lighters confiscated
 - be charged with the redecorating of the room which will be carried out at the end of the academic year
 - be charged with 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 college premises, in residences or hosts home (without permission) is not acceptable, students will:

- receive a £100 fine which will be donated to Cancer Research/MacMillan Nurses or other charity

- 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.

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 College keeps a record of all major incidents and subsequent punishments, together with copies of letters to parents, agents or guardians. (file held in electronically)