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Policy statement

- InclusEd does not tolerate the misuse of drugs, alcohol or tobacco products.
- InclusEd does not tolerate the illegal supply of drugs, alcohol or tobacco products.
- InclusEd is committed to the health and safety of all involved at InclusEd and will take action to safeguard their well-being.

Related policies and procedures

This policy should be read alongside our organisational policies, procedures, guidance and other related documents.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect all individuals in relation to the use of drugs, alcohol and tobacco products, specifically the DfE and ACPO drug advice for schools (September 2012).

What is the purpose and scope of this policy statement?

The purpose of this policy is:

- to enable learners to make healthy and informed choices by increasing knowledge, challenging attitudes and developing and practising decision-making skills.
- to provide accurate information about substances.
- to increase understanding about the implications and possible consequences of use and misuse.
- to widen understanding about related health and social issues.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in InclusEd's activities.

Specific policy and the management of incidents

InclusEd is clearly bound by the law of the land and those laws guide our policy.

As pertains our learners:

Tobacco and E-Cigarettes

- The minimum age for smoking is 18 therefore smoking cigarettes and other tobacco products, vaping e-cigarettes, use of other tobacco products, and the possession of any such smoking materials are forbidden to children and young people whilst at InclusEd. Learners should also not attend this setting having clearly smoked elsewhere.
- All smoking incidents are reported to the Lead Teacher. A first offence may cause a letter to be sent home, at the discretion of the Director. A letter will be sent home following a second offence. Thereafter, suitability of attending InclusEd would need to be revised, in consultation with parents/carers, referring education setting and/or local authority.
- InclusEd will always contact the manager of any establishment found to be active in selling tobacco or tobacco products to underage children and the Police may also be informed.



- Members of staff, volunteers and visitors are reminded that smoking is banned both inside and outside buildings while at work. It is also expected that staff, volunteers and visitors should refrain from smoking in the presence of learners at any time.

Alcohol

- The minimum age for drinking alcohol is 18 therefore drinking alcohol or being in possession of alcohol is forbidden to children and young people whilst at InclusEd. Learners should also not attend this setting having clearly consumed alcohol elsewhere.
- All alcohol offences will be reported to the Director and to parents/carers. A letter will be sent home following a first offence. Thereafter, suitability of attending InclusEd would need to be revised, in consultation with parents/carers, referring education setting and/or local authority.
- For alcohol offences InclusEd reserves the right to telephone parents/carers and ask them to collect their child immediately.
- InclusEd will always contact the manager of any establishment found to be active in selling alcohol to underage children and the Police will also be informed.

Drugs

- Taking, possessing or dealing in drugs is forbidden.
- The definition of a drug used by the then DfES in 'Drugs guidance for Schools' is: "A drug is a substance people take to change the way they feel, think or behave." This includes:
 - Drugs which are controlled/illegal substances (for example cannabis, amphetamines, ecstasy, LSD and mephedrone) under the Misuse of Drugs Act 1971.
 - So-called legal or herbal highs, which are considered illegal under current medicines legislation to sell, supply or advertise for 'human consumption'.
 - Over-the-counter and prescription medicines used improperly, which can include sleeping tablets and slimming tablets - All legal drugs when misused including volatile substances and solvents, Ketamine, Khat, alkyl nitrites.
 - Drugs which are misused to enhance performance (for example analgesics or steroids).
- InclusEd reserves the right to react to the emergence of new substances and changing circumstances as they occur, based on the DfES definition of a drug above.
- All drugs offences will be reported to the Director and to parents/carers. A letter will be sent home following a first offence. Thereafter, suitability of attending InclusEd would need to be revised, in consultation with parents/carers, referring education setting and/or local authority.
- InclusEd will always contact the manager of any establishment found to be active in selling over-the-counter and prescription medicines to underage children and the Police may also be informed.

Solvent abuse

Solvent abuse is considered to be a serious offence. InclusEd will react to solvent abuse in a similar way to other forms of drug abuse.

As pertains adult staff, volunteers and visitors:

- The venues InclusEd use are subject to the same smoke free legislation as other premises. Adults must refrain from smoking cigarettes and other tobacco products, vaping e-cigarettes, or using of other tobacco products whilst on site at InclusEd. We also ask adults to avoid being seen using these products by our learners whilst in the vicinity of our learning environment.



- Alcoholic drinks may not be brought into the learning environment of InclusEd, irrespective of the venue licencing permissions. Alcoholic drinks may not be consumed where staff have responsibility for learners. To do so may be considered an act of gross misconduct. At child-free events, such as planning meetings, trainings etc., moderate alcohol consumption is acceptable, however drinking to excess whilst representing InclusEd will not be tolerated and could be considered an act of gross misconduct.
- Illegal use of drugs whilst at work, or arriving under the influence of drugs, will not be tolerated, and would be considered an act of gross misconduct.
- Any act of gross misconduct could result in the termination of your contract (in line with paragraph 6), and/or potential legal action.

Searches for alcohol, drugs, substances and related paraphernalia

InclusEd will not search a person for alcohol, drugs, substances and related paraphernalia, however if staff suspect a learner to be in possession and the young person choses not to co-operate, InclusEd reserves the right to telephone parents/carers and ask them to collect their child immediately. In this instance, there will be immediate discussions of the suitability for that learner to continue to attend InclusEd.

InclusEd are not obligated to accept any learner into our setting, and we reserve the right to refuse any inebriated learner at any point, particularly if they are a risk to themselves or others.

If a parent/carers is unavailable to collect their learner at this point, InclusEd may call the police.

Contacting the police

The Director will always use their discretion to decide whether police involvement is appropriate. In any case, the statutory authorities would normally be contacted in order to safeguard all learners at setting.