DRUGS, ALCOHOL AND TOBACCO MISUSE POLICY

General Statement of Policy

Epsom College in Malaysia is committed to the health and safety of all members of the College and will take action to safeguard the well-being of pupils.

Epsom College in Malaysia acknowledges the importance of its pastoral role in the welfare of young people through formal education and the College's general ethos. It will seek to provide the support pupils need to avoid the problems of substance abuse.

Policy Aims

Epsom College in Malaysia believes and supports the following educational aims in respect of drugs and substance use and misuse:

1. To enable pupils to make healthy and informed choices by increasing knowledge, challenging attitudes and developing and practicing decision-making skills;

2. To provide accurate information about drugs and substances, alcohol and smoking;

3. To increase understanding about the implications and possible consequences of use and misuse;

4. To widen understanding about related health and social issues; and

5. To enable young people to identify sources of appropriate personal support.

These aims will be fulfilled through a proposed programme of education arranged through the established curriculum, through a PSHE syllabus and through specially invited external speakers. The programme will involve pupils of all ages and continue throughout their time at the College. Our medical staff also play an active role in promoting greater awareness about the risks involved, and will offer informed medical advice.

Pupils can discuss their individual worries with the Housemaster/mistress or Tutor. They can also refer themselves to the Medical Centre staff and to the College Counsellor for individual guidance, without fearing sanctions or adverse report. We invite groups of parents and guardians to Information Sessions, and are very conscious of the importance of working together in order to promote the well-being of pupils.

Sanctions are always at the discretion of the Headmaster or the Deputy Headteacher(s). A review of a sanction, or the manner in which a matter will be handled, are outlined in the College's Complaints Procedure for Parents and Exclusions, Removal and Review Policy as applicable.

The policy will be reviewed annually and in the light of any drug-related incident.

Specific Policy and the management of incidents:

This policy applies to all pupils of the College when on College premises, or in the care of the College, or wearing College uniform or otherwise representing or associated with the College.

All parents are strongly advised that the College may invoke on-site sanctions if incidents involving tobacco, alcohol or drugs occur off-site. Careful management and supervision of parties is especially important.

College trips are considered to be on-site activities.

Please note that day pupils who are with boarders on the school site can expect to receive the same or equivalent sanctions as boarders.

1. Tobacco

It is the College's policy that smoking and the possession of smoking materials or the paraphernalia of smoking or e-cigarettes/vaping are forbidden on College premises or during College related off-campus activities.

All smoking incidents are reported to a pupil's Housemaster/mistress and parents will be informed at the earliest opportunity. All offences will be reported to the Deputy Headteacher Pastoral. A first offence will lead to parents being informed and will involve the pupil being invited to speak to the Deputy Headteacher Pastoral and a College Detention or Internal Suspension sanction being used. More serious sanctions could ensue if pupils are caught smoking off campus and thereby bringing the College into disrepute.

Thereafter the whole question becomes more one of consultation with parents in conjunction with restriction of privileges. A pupil may be referred for a session of counselling with the Medical Centre where the College has reason to believe that he or she has issues with tobacco and or vaping, for example, when there are repeated infringements. Continued abuse of the smoking rule may well result in temporary external exclusion (suspension) from College or a similar sanction.

The College will always contact the manager of any establishment found to be active in selling tobacco or tobacco products to under-age pupils and the Police may also be informed.

2. Alcohol

In this policy references to alcohol include intoxicating liquor of all descriptions (including beer, cider, wine and spirits) and this policy covers obtaining, consuming and supplying alcohol.

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

The College rule states: alcoholic drinks may not be brought onto or consumed on College premises by pupils or on College related off-campus activities.

All alcohol offences will be reported to the Deputy Head (Students), Headmaster and to parents. Evidence of alcohol consumption will be enough to attract a disciplinary reaction.

A first offence will lead to at least an internal suspension. A second offence may well result in temporary external exclusion (suspension) from College or a similar sanction. However, a pupil may be referred for a session of counselling with the College Counsellor where the College has reason to believe that he or she has issues with alcohol, for example, when there are repeated infringements. Suspension and permanent exclusion are ultimate possibilities. If an older pupil is found to have provided or purchased alcohol for a younger pupil, this is almost certain to result in an automatic suspension, in the first instance. Persuading other pupils to partake of alcohol is regarded in a particularly serious light. Should somebody be incapacitated, end up being sick, admitted to the Medical Centre or taken to hospital, it is likely that a period of suspension would follow. For all alcohol offences, the College reserves the right to telephone parents and ask them to make arrangements to collect their child immediately.

In the case of any incident involving the sale of alcohol to under-age pupils, the College will consult with the College Police Liaison Officer, and will personally contact the manager of the establishment.

3. Drugs and Substances

It is the College's policy that possession, use or supply of drugs is forbidden.

In this policy, the definition of a 'drug' includes: controlled drugs and the paraphernalia of drugs, psychoactive substances or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for the purposes of misuse.

The Headmaster reserves the right to react to the emergence of new substances and changing circumstances as they occur.

A firm stand is taken against drug and substance misuse, and the College aims to educate all about the danger of drugs, identify those at risk, deal appropriately with those who breach our rules and help pupils to resist the temptation to experiment. The College is committed to promoting a healthy, safe environment at Epsom College in Malaysia, in which good citizenship and respect for the law can flourish. The College believes that it is important to deliver a clear, consistent moral framework that promotes the integrity of the College community, and gives all of the pupils the understanding and self-confidence to reject illegal drugs and substances. Any member of staff or parent concerned that a pupil might be involved in drug abuse should inform the pupil's Housemaster/mistress immediately.

The College will always investigate rumours about involvements in illegal drugs and substances, including questioning a pupil or searching a pupil's possessions or accommodation (if a boarder).

Searches with consent: College staff can search pupils for tobacco, alcohol, drugs or substances with their consent. The member of staff will consider the pupil's age and other factors when determining whether the pupil is capable of giving his/her consent.

Searches without consent: The Headmaster and staff authorised by the Headmaster may search a pupil or a pupil's possessions without their consent where they have reasonable grounds for suspecting that a pupil has drugs or substances in their possession. Any pupil who is suspected of using drugs or substances may be required to submit a biological sample (usually urine) for testing. Any search would be carried out in line with the College's Search Policy.

The reason for suspicion would include being found in possessions of drugs, a marked change of attitude to College life, a persistent poor work or discipline, association with others involved with drugs, anti-social or erratic behaviour, parental, staff or other pupil concern, or anything which the Headmaster deems to give a prima facie reason for suspicion. The Headmaster will confer with the pupil's Housemaster/mistress before requiring a test.

A test will only be required following consultation between a pupil's Housemaster/mistress and the Headmaster (or in the latter's absence, the Deputy Head(s)). Reasonable endeavours will be made, before a drugs test is conducted, to notify a parent, guardian or education guardian of the requirement for a drugs test and the reasons for that requirement. Parents, a guardian or educational guardian have the right to attend when the biological sample is collected provided they can attend within a reasonable time frame.

The Drugs Testing Policy is designed to be constructive, where possible, and to support those pupils most at risk of drug taking, to dispel ill-founded suspicion of drug taking and to act as a general and efficient deterrent.

The College's sanction policy is as follows:

i. Those who supply drugs, or encourage others to use them, can expect to be expelled from the College. The Headmaster may consult the Police about the possession, consumption or supply of an illegal drug, since it carries the possibility of being a criminal offence;

ii. Those who are found to be in possession of drugs for personal use, have brought drugs on to the College campus, or have used drugs can also expect to be expelled;

iii. Those who test positive for drugs can also expect to be expelled from the College. However, at the sole discretion of the Headmaster, a pupil may be allowed to remain at the College if the Headmaster is satisfied that there are relevant mitigating circumstances and where the pupil agrees to submit to a supportive regime of regular random testing for the remainder of their career in the College;

iv. Pupils who test positive a second time can expect to be expelled;

v. Refusal to take a test will allow the College to draw certain inferences from that refusal;

vi. Those who refuse to submit to a test or refuse to take part in a supportive regime may expect to be removed from the College;

vii. The cost of the test will be borne by the College. If this is positive, the cost of subsequent tests will be met by the parents;

viii. No distinction will be made if use is in or out of the College;

ix. In the event of the College's reputation being brought into disrepute it will be the College's qualified right to invoke its full disciplinary procedures; and

x. All those on a random testing regime will be offered counselling.

a) Drug Testing Procedure (urine sample)

i. The Housemaster or Housemistress will inform the pupil that a urine test is required immediately before the test appointment;

ii. If the pupil refuses to agree to the test, he or she will be required to explain the reason to the Headmaster;

iii. The testing laboratory will have been warned that the sample will be arriving on that day;

iv. At the agreed time of collection, the pupil will accompany the collecting officers to the Medical Centre, where the staff will have been previously informed, and a collecting area prepared. The collecting area will be a room with no access to water but, when the pupil is female, it may necessitate the use of a commode or, if not available, a toilet where the water has been dyed to prevent use as a dilutant;

v. The pupil will be asked to undress to his/her underwear and will be provided with a clean dressing gown. He/she will be escorted to the collecting area and allowed to choose one from a number of sterile sealed collecting containers (supplied by the laboratory). The collecting container will have a thermometric specimen inside. This will be recorded on the consent form;

vi. The sample will be given to the collecting officer straight away and, with the pupil still present, a small quantity of the sample will be transferred into two tamperproof collecting bottles. They will also be informed that the results will take 24-48 hours and will be sent directly to the Deputy Headteacher Pastoral.

vii. The collecting officer will complete two copies of the urine sample form. These forms will be signed both by the collecting officers and by the pupil to signify that he or she is satisfied with the collection procedure and has given consent for the result of the test to be made available to the Headmaster, Deputy Headteacher Pastoral, College Medical Officer and to the Housemaster/Housemistress.

viii. Both the urine samples and the forms will then be sent immediately and securely to the laboratory. One sample will be tested and the other will be stored in a locked refrigerator, available for independent testing if required.

If another form of biological sample (e.g. saliva or hair) is to be tested the College will inform the pupil of the procedure to be followed at the time.

b) Communication of results

i. The Deputy Headteacher Pastoral will normally see written notification of the result within three days, and will immediately notify the Headmaster.

ii. The Headmaster will then notify the Housemaster or Housemistress and the pupil's parents as soon as possible. This is done so that the parents can decide whether they would like an independent analysis carried out on the second sample. The pupil will also be told the test result as soon as possible. Finally, the Headmaster will send written confirmation of the test result to the pupil's parents.

c) The records of tests of biological samples

When it becomes clear that both the College and the parents are satisfied with the outcome of the urine test for drugs, any remaining biological sample will be destroyed, together with the remaining record card. There will be no reference to a test for drugs on a pupil's permanent medical record. However, permission will be sought from the pupil for the results of the test to be sent to his/her doctor.

d) Subsequent action

The College will treat a positive test as evidence that the pupil has been using drugs. At this point the Exclusions, Removal and Review Policy will be followed.

e) Changes in the procedure

It may be necessary to change the testing procedure from time to time. Any changes shall be authorised only by the Headmaster and shall come into force on the date designated by him (which may be immediate). Significant amendments to the procedure will be published as soon as is practical.