

Instill Education Drug Alcohol and Tobacco Policy

Introduction:

Instill Education owns and operates two permanent schools for children and many permanent schools for adults, where older children are sometimes admitted. In addition, the Group operates temporary schools for young learners for a few weeks, mainly in the summer.

In formulating this policy, the Group is primarily concerned with the safety and wellbeing of its Child Students and the safety of its staff. The Group deplors the use of illegal drugs and the excessive use of alcohol by any person, and the wider effects on society of the drugs trade and alcohol abuse. However, the Group does not have the right or the wish to interfere in the private decisions of adults where these do not affect a legitimate interest of the Group, such as the Group's right and obligation to protect its staff, students or property, or its good name and reputation.

In addition to the question of illegal drugs, the Group is concerned about the impact and effect of socially acceptable drugs such as tobacco and alcohol on its Child Students. With this in mind, the Instill Education Drugs Alcohol and Tobacco Policy has been formulated.

In this policy, a "Child Student" is a person under the age of 18 years who is registered or enrolled on a course run by any school in the Group, and includes a person who turns 18 while on a course aimed at children who has agreed to be subject to the rules of that course as if s/he was a child. An "Adult Student" is a person who is 18 years old, or older, and is registered or enrolled on a course run by any school in the Group.

In this policy "being under the School's authority" means:

- for Child Students attending the summer schools, for the whole duration of the course, which includes all times when they are under the direct or indirect supervision of Group staff, including travel to or from the course if this is supervised by Group staff, all outings and trips, and the student's private leisure time, whether spent on or off the course site;
- for Child Students attending the permanent schools whenever he/she is present on school premises or grounds and/or is involved in any outing, trip or other activity organised by the School and/or is identifiable as a member of the School
- for Child Students who board at a Group School or who lodge with a homestay family arranged by the School, whenever he/she is in a boarding house or homestay house, or whenever he/she is under the direct responsibility of his/her housemistress or housemaster or homestay host(s).

Drugs:

Under the Misuse of Drugs Act 1971, it is generally illegal to possess or supply a drug covered by the Act, unless authorised (e.g. possessing drugs prescribed for personal medical use). Solvents are dangerous substances as well. Under the Intoxicating Substances (Supply) Act 1965, it is illegal for anyone to supply or offer to supply a substance if they know or believe that the substance being supplied will be inhaled by a person under 18 for the purpose of intoxication. Paradoxically it is not actually an offence to inhale solvents for the purpose of intoxication. However, the police are normally able to deal with such persons under public order provisions.

Aims:

- to ensure that our schools are free from illegal drugs (and solvents) and that children in our schools do not have access to alcohol.
- in so far as is appropriate, bearing in mind the length of their stay with us and the nature of the course being undertaken, to educate child pupils on the effects of drugs, solvents and alcohol on the mind and body
- to provide opportunities for child pupils to practice the personal and social skills and the strategies needed to deal with situations involving drugs
- to promote the individual's self-confidence, self-esteem and self-worth
- to explain the legal situation with regard to the use and misuse of drugs
- to enable young people to identify sources of appropriate personal support
- to ensure that staff do not, by words, actions or omissions, promote or encourage the use of alcohol, solvents, illegal drugs or tobacco by children
- to provide parents of Child Students with information on how the Group views these issues.

Any Child Student who is in possession of, under the influence of, or is otherwise involved in illegal drugs when he/she is under the authority of a School belonging to the Group can expect to be expelled from school and/or sent home and the police will be informed.

In addition, where the Group discovers that a pupil has been formally cautioned by the police for the possession of an illegal drug the school reserves the right to expel the child from school and/or send the child home

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Tobacco:

Smoking is the single most preventable cause of premature death and ill-health in UK society. The Group wishes to give pupils the message that the habit creates

health problems for smokers and non-smokers alike, that non-smoking represents the norm in society and that it receives support from Group Schools and staff. However, the Group recognises that, where children who are used to smoking at home attend courses, particularly short courses, with the Group the Group is unlikely to be able to make a significant impact on the child's smoking practice. Recent legislation has made it an offence for children under 18 years to be sold tobacco products.

Aims:

- to ensure that cigarette smoking is not tolerated at the school, except in limited smoking areas
- to protect students and staff from the effects of others smoking
- to discourage smoking and encourage those pupils who do smoke to break free from the habit

Where smoking is permitted on a School site a designated smoking area should be established where it will not, so far as is reasonably possible, cause a nuisance to those who are not smoking. The designated smoking area should not be attractive to non smokers, and should be no more comfortable than is necessary.

It should be made clear to all pupils that smoking for the duration of the course is discouraged, and that smoking other than in a designated smoking area is prohibited when a pupil is under the School's authority.

Pupils found smoking other than in a designated smoking area can expect their cigarettes or tobacco to be confiscated, their parents to be informed and an appropriate punishment administered. A serious or repeated offence could result in a child being sent home.

Where a School becomes aware that children under 18 have purchased tobacco in the United Kingdom they will take appropriate steps to inform the shop or shops that the child is under 18, and may inform the police.

Alcohol:

Alcohol is a depressant drug, particularly when taken in large quantities. Even at low levels, the potential for serious accidents arises. The Licensing Act of 1964 makes it generally illegal for alcohol to be sold to anyone under the age of 18, or for a person under 18 to buy alcohol. The Group recognises that this is not necessarily the case in a child's home country, and that children, particularly older children, who attend courses run by the Group may be used to buying and consuming alcohol in their home countries.

Aims:

- to ensure that alcohol is not brought onto school premises, and that alcohol consumption by children is not tolerated at the school,

- to discourage generally the consumption of alcohol by children and, where appropriate given the length and nature of a course, to explain the effect of alcohol on immature minds and bodies.
- to limit the exposure of Child Students to alcohol consumption by others and, especially, adverse behaviors associated with excessive alcohol consumption
- to practice personal and social skills and the strategies needed to deal with situations where alcohol is present

Drinking, or being in possession of alcohol, is prohibited for Child Students when under the authority of the School. Child Students found in possession of alcohol or using it or supplying it to others, whilst under the authority of the School, can expect that the alcohol will be confiscated and the Child Student's parents informed and that s/he will be punished. This may involve expulsion from the School and/or the Child Student may be sent home. Any alcohol found on school premises will be confiscated.

Where a School becomes aware that children under 18 have purchased alcohol in the United Kingdom they will take appropriate steps to inform the pub, restaurant, shop or shops that the child is under 18, and may inform the police

Adult Students

The Group would not normally get involved in legal alcohol or tobacco use by adult students. Adult Students are expected to obey the law of that part of the United Kingdom where they are studying, and the School may report the matter to the police if they do not do so. Adult Students should smoke only in designated smoking areas, and it will not normally be acceptable for them to bring alcohol onto School Premises or be under the influence of alcohol while on School Premises. The School Principal has authority to take any appropriate action to prevent or stop any incident involving tobacco, alcohol or controlled drugs which:

1. takes place on School Premises and is against the law of the United Kingdom; or
2. involves the supply of tobacco or alcohol to Child Students, or the promotion or encouragement of tobacco, alcohol or controlled drug use by Child Students; or
3. adversely affects, or is likely to adversely affect the safety or wellbeing of any member of Staff, any Child Student, any Adult Student.

Staff

As set out in the employee handbook, the use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or

any controlled drugs whilst at work or on company property is prohibited and may be viewed as gross misconduct

The Company will not get involved in an employee's use of drugs or alcohol in their private life unless and until that use has an actual or potentially adverse effect upon the employee's performance of their duties or upon the best interests (principally name and reputation) of the Company. In these circumstances the fact that the drug/alcohol abuse may be outside the working hours or off company premises shall not prevent the Company from taking action in response.

Staff should be aware at all times that their behavior reflects on the Group, and should take care not to lower or damage the reputation of the Group.

Drugs

It is prohibited for any member of staff to be under the influence of illegal drugs, or to be in possession of illegal drugs, at a time when s/he has the care or supervision of Child Students or is present on a School site where children are present.

It is prohibited for any member of staff to directly or indirectly advocate, promote or encourage the use of illegal drugs to Child Students or when Child Students are present.

Breach of these prohibitions by a member of staff is a serious disciplinary matter, and is likely to constitute gross misconduct leading to the immediate termination of the member of staff's employment

Tobacco

It is prohibited for any member of staff to smoke on a School site except in a designated smoking area.

Where possible staff should avoid smoking when Child Students are present. It is prohibited for any member of staff to directly or indirectly advocate, promote or encourage smoking to Child Students or when Child Students are present.

Breach of these prohibitions by a member of staff is a disciplinary matter.

Alcohol

It is prohibited for any member of staff to consume alcohol or be under the influence of alcohol at a time when s/he has the care or supervision of Child Students. It is prohibited for any member of staff to consume alcohol on School Premises when Child Students are present.

Staff members are discouraged from bringing alcohol onto School Premises. Staff members may, with the prior permission of the School Principal or Course Leader (as appropriate) bring a small amount of alcohol for off-duty personal

consumption provided that this is kept securely where Child Students cannot get access to it. Staff should take care to limit their alcohol consumption so as not to appear drunk at any time when on School Premises or when Child Students are or are likely to be present.

Where possible staff should avoid consuming alcohol (not on School Premises) when Child Students are or are likely to be present. It is prohibited for any member of staff to directly or indirectly advocate, promote or encourage the consumption of alcohol to Child Students or when Child Students are present.

Breach of these prohibitions by a member of staff is a serious disciplinary matter, and may constitute gross misconduct, leading to the immediate termination of the member of staff's employment.

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