



THE PERSE
UPPER SCHOOL
CAMBRIDGE

Policy on Alcohol

The Perse Upper School

January 2022

Contents

1.	Scope	1
2.	Related Policies.	1
3.	Alcohol.....	1
4.	Possession	1
5.	Supply	1
6.	Use	1
7.	Misuse	1
8.	Accessibility	1
9.	Aims.....	2
10.	Education.....	2
11.	Pastoral Care	2
12.	School Rules.....	2
13.	Detection	2
14.	Educational Visits	3
15.	Searches for alcohol	3
16.	Test for alcohol	3
17.	Method of Use.....	3
18.	Informed Consent.....	3
19.	Refusal	3
20.	Record keeping.....	3
21.	Procedure	4
22.	Findings.....	4
23.	Sanctions.	4
24.	Police involvement	4
25.	Risk assessment.....	4
26.	Version Control.....	5

Introduction

1. **Scope:** This policy has been authorised by the Governors and is available to parents and pupils on request. The policy relates to possession and consumption or supply of alcohol and applies to all pupils at The Perse Upper School irrespective of their age. The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case. Certain of the procedures can only be carried out during term time.

This policy applies to all pupils at the Perse Upper School (the School) and at all times when a pupil is:

- a) In or at school;
- b) Representing the School or wearing School uniform;
- c) Travelling to or from school;
- d) On School-organised trips; or
- e) Associated with the School at any time.

This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

- a) Affect the health, safety or wellbeing of a member of the School community or a member of the public
- b) Have repercussions for the orderly running of the School; or
- c) Bring the School into disrepute.

2. **Related Policies:** The School has a *Behaviour and Discipline Policy*. It also has a *Searching Pupils and Retention and Disposal of Confiscated Items Policy* which contains details of the School's powers to search. Copies of these policies are available to parents in the *Whole School Information: Policies* section of PersePost.
3. **Alcohol** means intoxicating liquor of all descriptions.
4. **Possession** means any items over which the pupil has or appears to have control – this includes clothing, desks, lockers and bags.
5. **Supply** means providing or sharing (whether or not for money or other consideration) or facilitation of supply, eg sale, exchange or sharing. It also includes the promotion / advertising of supply.
6. **Use** means the taking / consumption.
7. **Misuse** means the unauthorised taking / consumption of alcohol, through which harm could occur and / or is in breach of the School rules and / or the law.
8. **Biological Sample** means a sample of breath, saliva or urine (as appropriate) provided by a pupil in accordance with the procedures set out in this policy.
9. **Accessibility:** This policy can be made available in large print or other accessible format if required.

Policy

10. Aims: The central aims of this policy are:

- 10.1. To promote safety and welfare.
- 10.2. To promote a mature and moderate approach to the use of alcohol and to emphasise a healthy lifestyle and good physical and mental health.
- 10.3. To reduce the risk of alcohol-induced misconduct.

This policy will be implemented by means of education, pastoral care, school rules, detection of unauthorised use of alcohol, and a sanctions policy.

11. Education: The School educates pupils to understand the effect and risks associated with alcohol, in relation to their health and well-being and the law. The School educates by means of personal social & health education, assemblies and through the tutorial programme.

12. Pastoral Care: The School encourages pupils to discuss any anxieties they may have about use of alcohol with a member of staff or other professional. Matters brought into counselling by a pupil or their parents, in circumstances which are genuine, will be "ring-fenced" from disciplinary sanctions or adverse report, but a pupil who contravenes this policy may face disciplinary sanctions in accordance with the School's *Behaviour and Discipline Policy*.

The School is alert to the potential need for early help for a child who misuses alcohol. A member of staff who has any concerns about a pupil's welfare, or who considers that a pupil may benefit from early help, should report this to the Designated Safeguarding Lead in accordance with the School's *Safeguarding and Child Protection Policy*.

13. School Rules: The School rules forbid a pupil from:

- 13.1. Bringing alcohol onto school premises¹ or being in unsupervised possession of alcohol while on school premises or in the care of the School.
- 13.2. Consuming alcohol during the school day or when in the care of the School, whether on or off school premises².
- 13.3. Obtaining alcohol for or supplying alcohol to another pupil during the school day or when either is in the care of the School.
- 13.4. Being impaired by alcohol while on school premises or in the care of the School.
- 13.5. Bringing the School into disrepute for any reason associated with alcohol, whether or not the pupil is in the care of the School at the time.

14. Detection: Every complaint, allegation or rumour or observation of pupil behaviour in relation to alcohol will be followed up and investigated in accordance with this policy and the procedures set out in the School's *Behaviour and Discipline Policy*. A pupil may be asked to give a biological sample in accordance with the procedures set out below.

¹ There is an exception to this rule when alcohol is being brought into school as a gift for a member of staff, or as a contribution to an approved School event, e.g. a Parents' Association raffle.

² There is an exception to this rule for members of the Sixth Form (who are over 18) who are permitted to consume alcohol in moderation, when accompanied by a parent, at the leavers' event or other events on School premises and where permission has been specifically granted by the School. Soft drink alternatives will always be available. Staff are permitted to drink alcohol on such occasions but this must be in moderation and in line with expected professional standards.

15. **Educational Visits:** The consumption of alcohol by pupils on all educational visits is absolutely forbidden whatever their age.
16. **Searches for alcohol:** School staff can search a pupil for alcohol 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 their consent. A pupil may be searched without their consent for alcohol in accordance with the School's *Searching Pupils and Retention and Disposal of Confiscated Items Policy*.

Testing for alcohol

17. **Test for alcohol:** A pupil suspected of unauthorised consumption of alcohol may be asked to give a biological sample which will be tested with a testing product approved by the School and suitable for the purpose of testing for the presence, or otherwise, of alcohol. The reason for this policy is:
 - 17.1. To deter breaches of school discipline.
 - 17.2. To encourage pupils to be truthful when under suspicion.
 - 17.3. To absolve those who have been wrongly suspected.
 - 17.4. To maintain the safety of all members of the School community.

Reason to suspect alcohol consumption may arise as a result of information or a complaint received or because of a pupil's behaviour or demeanour. Pupil welfare and safety should be the primary concern of staff. Any pupil suspected of being under the influence of alcohol must be kept safe and supervised.

18. **Method of Use:** The test will be conducted in accordance with the manufacturer's guidelines provided with the testing kit. Only members of staff who have been authorised will administer the biological sample testing kit. In general, authorised staff will be a member of the Senior Management Team. Another member of staff will be present to witness the test. All due care will be taken to respect the pupil's privacy and human rights.
19. **Informed Consent:** The relevant consent to a test for alcohol is that of the pupil rather than the parent(s) provided the pupil is of sufficient maturity and understanding and gives their informed consent in writing. Where a pupil is not deemed to have sufficient maturity or understanding or to be fit to give informed consent themselves, then consent will be sought from a parent.

The member of staff leading the investigation will determine whether or not the pupil is able to provide their consent and may request the additional opinion of the School Nurse.

Reasonable endeavours will be made, before a biological sample is taken, to notify a parent, guardian or education guardian of the requirement for a biological sample and the reasons for that requirement.

20. **Refusal:** If a pupil refuses to provide a biological sample they will be asked to say why they have refused. Where a pupil is of sufficient maturity, the School will be entitled to draw appropriate inferences from the pupil's response and general demeanour. If a parent's consent is required and they refuse to consent to their child providing a biological sample, or their child refuses to cooperate in spite of Parental consent being given, the School may only draw appropriate inferences from the pupil's general demeanour.
21. **Record keeping:** A written record will be kept when a pupil is asked to take a test and its outcome will also be recorded. The outcome of the test, whether positive or negative, will

not form part of the pupil's permanent medical record. Records of negative tests will be removed after 12 months and records of positive tests will be removed after 24 months.

All records created in accordance with this policy are managed in accordance with the School's *Records Management Policy* and *Records Retention Schedule*. Sensitive personal information about pupils is disclosed only on a "need to know" basis with careful attention to pupils' rights and needs.

The information created in connection with this policy may contain personal data. The School's use of personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data. The School's approach to data protection compliance is set out in the School's data protection policies and procedures. This includes the School's *Data Protection Policy for Staff, Governors and Volunteers* and *Information Security and Sharing Data Guidance* which are both contained in the *Data Protection and Information Security Handbook*.

Subsequent action

22. **Procedure:** The School may treat a positive test, although not infallible, as evidence that the pupil has consumed alcohol.
23. **Findings:** If the findings of an investigation support the allegation, complaint, rumour or observation of pupil behaviour concerning alcohol, a disciplinary meeting will be held in accordance with the School's *Behaviour and Discipline Policy* and reasonable attempts will be made to notify the pupil and a parent.
24. **Sanctions:** Where it is concluded that a pupil has breached any of the School rules set out in this policy, the Head may apply any sanction which is appropriate and proportionate to the breach in accordance with the *School's Behaviour and Discipline Policy*. For a minor breach of this policy, the normal sanction is detention. For a serious breach or persistent minor breaches, a pupil may be excluded or permanently excluded from the School.
25. **Police involvement:** The School must notify the police and / or relevant agencies of actual or alleged criminal activity.

If the School suspects that a criminal offence has taken place in relation to the possession, use or supply of alcohol, then consideration will be given to reporting this to the police and the relevant local authority.

The School will retain, dispose of or destroy any alcohol seized.

26. **Risk assessment:** Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy will be delegated to the Deputy Head (pupil development and welfare) who has been properly trained in, and tasked with, carrying out the particular assessment.

27. Version Control

Date of adoption of this policy	5 th January 2022
Date of last review of this policy	2 nd December 2021
Date for next review of this policy	December 2022
Policy owner (SLT)	Deputy Head (pupil development and welfare)
Authorised by	Jonathan Scott On behalf of the Board of Governors
Circulation	Governors / all staff / volunteers / parents / pupils [on request] Published on the School's website and PersePortal and available from the School Office on request

The Perse School, Hills Road, Cambridge, CB2 8QF
+44 (0) 1223 403800 | perse.co.uk

The Perse School is a charitable company limited by guarantee (company number 5977683, registered charity number 1120654)
registered in England and Wales whose office is situated at The Perse School, Hills Road, Cambridge, CB2 8QF