THE PERSE SCHOOL
CAMBRIDGE

Alcohol Policy

The Perse School

January 2026

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Introduction

1. ***Scope:*** This policy has been authorised by the Board of Governors (the proprietor of the School) and is available to parents and pupils on request. The policy relates to possession and consumption and / or supply of alcohol (as defined below) and applies to all pupils at the Perse School irrespective of their age. It also applies to parents of pupils of the Perse School (including the Perse Upper School, the Perse Prep School and the Perse Pelican Nursery and Pre-Prep School.) 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 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 were 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.

It may therefore apply to social events outside of the School or conduct in the holidays.

2. ***Related Policies:*** The School has the following related policies:

2.1. *Behaviour and Discipline Policy;*

2.2. *Drugs, Substances and Smoking Policy*;

2.3. Permanent Exclusion and Removal: Review Procedure

2.4. Safeguarding and Child Protection Policy

2.5. *Parent Contract*; and

2.6. Upper School Rules.

Copies of these policies are available to parents in the *Whole School Information: Policies* area of PersePost.

3. ***Alcohol*** means intoxicating liquor of all descriptions (including beer, cider, wine and spirits).

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, e.g. sale, exchange or sharing. It also includes the promotion / advertising of supply.

6. ***Use*** means the taking / consumption of alcohol.

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. ***Substance abuse*** means alcohol consumption which harms health and may be part of a wider spectrum of problematic or harmful behaviour.

10. ***Accessibility:*** This policy can be made available in large print or other accessible format if required.

Regulatory Framework

11. This policy has been prepared to meet the School's responsibilities under the:

11.1. Education (Independent Schools Standards) Regulations 2014:

11.2. EYFS Statutory Framework for group and school-based providers (DfE, September 2025);

11.3. Education and Skills Act 2008;

11.4. Children Act 1989;

11.5. Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR); and

11.6. Equality Act 2010

12. This Policy has regard to the following guidance and advice:

12.1. Behaviour in schools: advice for headteachers and school staff (DfE, February 2024);

12.2. DfE and ACPO drug advice for schools (Department for Education and Association of Chief Police Officers, September 2012);

12.3. Searching Screening and confiscation; advice for schools (DfE, Updated July 2023); and

12.4. PACE Code C 2019 (Home Office, updated December 2023).

Policy

13. ***Aims:*** The central aims of this policy are:

13.1. To promote safety and welfare and good physical and mental health;

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

13.3. To prevent the misuse of alcohol in and out of School;

13.4. To reduce the risk of alcohol-induced misconduct in and out of School;

13.5. To keep unauthorised alcohol out of the School;

13.6. To actively promote the rule of law; and

13.7. To promote a culture where high standards of behaviour pervade all aspects of school life, where pupils can learn in a calm, safe and supportive environment.

This policy will be implemented and supported by means of the School's education provision, pastoral care, school rules, detection of unauthorised use of alcohol, and its sanctions policy.

14. ***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.

15. ***Pastoral Care:*** The School encourages pupils to discuss any anxieties they may have about their own or others' use of alcohol in confidence with a member of staff or other professional.

Parents are asked to inform the Deputy Head (Pupil Development and Welfare) if they have any reason to think that their child may have been involved with alcohol so that suitable advice, support and assistance can be given. If a parent reports their child as a user of alcohol or a pupil themselves does so and asks for help, the pupil is likely to be given at least one opportunity to reform their behaviour with appropriate support.

The School will provide pastoral support and safeguard any pupil for whom concerns have been raised. This may include working with external agencies (e.g. CASUS) and making referrals to Children's Social Care where necessary.

Taking disciplinary action under this policy and providing appropriate support are not mutually exclusive. The School will have regard to the individual circumstances of each child and each case when considering the appropriate response to a break of the rules set out in this policy, and will also consider proportionality, consistency and fairness. Support will always be offered, and the Head will consider appropriate strategies to help the pupil understand the behaviour expectations of the School and how to comply with them. The Head will make a decision as to whether or not the School's disciplinary procedure is to be followed and whether or not to request that the pupil agrees to engage with a formal programme which may include counselling, re-education and testing.

16. ***School Rules:*** Pupils are forbidden from:

16.1. Bringing alcohol onto school premises[1] or being in possession of alcohol without prior consent while on school premises or in the care of the School.

16.2. Consuming alcohol during the school day or when in the care of the School, whether on or off school premises[2].

16.3. Obtaining alcohol for or supplying alcohol to another pupil during the school day or when either is in the care of the School whether on or off school premises.

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[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 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.

16.4. Being impaired by alcohol while on school premises or in the care of the School.

16.5. 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.

17. ***Parents:*** If a parent attending School premises appears to be under the influence of alcohol, they will be asked to leave and the member of staff making the request should refer the matter to the School's Designated Safeguarding Lead.

If a member of staff suspects that a parent has driven or will drive under the influence of alcohol, the member of staff should report the matter immediately to the Designated Safeguarding Lead or a member of the senior management team who may telephone the police.

If the Designated Safeguarding Lead reasonably believes that a child is at immediate risk of harm from a parent who is under the influence of alcohol, the child will not be released into the care of the parent and the School's child protection procedures will be followed.

18. ***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.

19. ***Educational Visits:*** The possession or consumption of alcohol by pupils on all educational visits is absolutely forbidden whatever their age.

20. ***Searches for alcohol:*** School staff can search a pupil for alcohol if they agree.

21. The member of staff should ensure that the pupil understands the reason for the search and how it will be conducted, so that their agreement is informed. The member of staff will consider the age and needs of the pupil being searched, including the individual needs or learning difficulties of pupils with Special Educational Needs (SEN), and make reasonable adjustments that may be required where a pupil has a disability when exercising their powers. It a pupil refuses to co-operate with a search; school staff should assess whether it is appropriate to use reasonable force to conduct a search without their co-operation in accordance with the School's policy on searching and confiscation (see the procedures in Annex 5 of the School's *Behaviour & Discipline Policy*).

Testing for alcohol

22. ***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:

22.1. To deter breaches of school discipline.

22.2. To encourage pupils to be truthful when under suspicion.

22.3. To absolve those who have been wrongly suspected.

22.4. 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.

23. ***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 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.

24. ***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.

25. ***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.

26. ***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 records created in connection with this policy may contain personal data. The School's use of this 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.

Subsequent action

27. ***Procedure:*** The School may treat a positive test, although not infallible, as evidence that the pupil has consumed alcohol.

28. ***Findings:*** If the findings of an investigation support the allegation, complaint, rumour or observation of pupil's behaviour concerning alcohol, a disciplinary meeting with the Head 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.

29. ***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.

30. ***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.

31. ***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, and any measures put in place will be regularly reviewed.

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.

32. Version Control

Date of adoption of this policy	6 January 2026
Date of last review of this policy	December 2025
Date for next review of this policy	December 2026
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