

DOWNSIDE

SCHOOL

POLICY ON SMOKING

Smoking is a serious threat to health and safety and the School policy reflects the current view in society, as embodied in the law, that smoking is unacceptable in the work place. Additionally, smoking indoors poses the risk of fire. Downside School, therefore, expects parents, staff and pupils to work together to ensure that everyone is aware of the dangers and to accept that everyone is responsible for setting an example.

Aims

Our aim is

- to ensure that there is a totally non-smoking environment at Downside.
- to prevent pupils from starting to smoke and to ensure that those who have started will stop.

In pursuit of these aims, pupils at Downside will receive education, through the PSHCE programme, on smoking and its risks as early as possible and, preferably, before they are tempted to experiment. Downside liaises with local shops, and asks that they do not supply our pupils with cigarettes, even if they are over the age of sixteen.

Regulations

1. No one (pupils, staff, parents or visitors) may smoke in the School buildings or on the School site.
2. Additionally, pupils may not smoke at any time when they are the responsibility of the staff, including whilst on School trips, expeditions and visits.
3. Pupils found in the presence of other pupils smoking will be considered to be colluding in the act and will receive the same sanction as someone smoking.
4. The possession of smoking materials is forbidden.
5. No one may distribute or sell cigarettes within the School. This is considered a very serious offence and, in some circumstances, may result in the pupil's immediate suspension from School by the Deputy Head Master.
6. Incidents of smoking must be reported to the pupil's House Master/Mistress (HsM), and through them to the parents and Director of Pastoral Care. The report of an incident will include details of place and time, the names of others smoking and any other relevant details.

The School will not regard it necessary for the offender to be caught in the act. Evidence in a room, the smell of cigarettes on the breath or the possession of smoking materials may be taken as sufficient evidence.

The School will impose a suitable sanction for each offence, which the Director of Pastoral Care will oversee to ensure consistency. It is the HsM's responsibility to ensure that the pupil has a sufficient understanding of the seriousness of smoking.

This will usually involve specific advice from the Health Centre staff, who will also provide full support to those who want to stop smoking.

Repeated offences will raise concerns regarding discipline and addiction and may result in suspension. The Head Master reserves the right to exclude a pupil from the school permanently if he/she refuses to co-operate with the School's smoking policy.

Disciplinary process:

Any pupil found to have been smoking or in the company of smokers will not be eligible to represent the school at sport during the subsequent week .

First Offence: The HsM will interview the pupil, and will ask him/her to consider the School's smoking policy. The interview will look into the extent of the pupil's smoking and the reasons for it. Parents will be informed by telephone **and** a subsequent formal letter. The pupil will be gated or receive a similar punishment and be referred to the Health Centre for a talk on smoking cessation from a member of the Health Centre staff.

Second Offence: The pupil will be interviewed by the Director of Pastoral Care, in the presence of the pupil's HsM. The interview will look into the extent of the pupil's smoking, and the reasons for it. Parents will be informed by telephone by the HsM and the Director of Pastoral Care will write formally to the pupil's parents. The pupil will be gated for two weekends or receive a similar punishment and be referred to the Health Centre for ongoing talks on smoking cessation from a member of the Health Centre staff.

Third Offence: The pupil will be interviewed by the Deputy Head Master and the Director of Pastoral Care, in the presence of the pupil's HsM. The interview will look into the extent of the pupil's smoking and the reasons for it. Parents will be informed by telephone by the HsM and the Deputy Head Master will write formally to the pupil's parents warning of likely suspension in the event of a further breach of the smoking policy. The pupil will be gated for two weekends and, additionally, to the Old House for three days or receive a similar punishment. He/she will be referred to the Health Centre for ongoing talks on smoking cessation from a member of the Health Centre staff.

Fourth Offence: The pupil will be suspended from School for three days by the Deputy Head Master, unless there are sufficient mitigating circumstances. In which case, the procedure at the third offence (above) will be repeated.

In the unlikely event of further offences, the pupil will be suspended from School by the Deputy Head Master for an appropriate time. The Head Master will determine, after a letter of final warning, whether any exclusion will be permanent, and the pupil expelled or required to leave.

Policy reviewed August 2011 and confirmed as the current Policy

Dom Leo Maidlow Davis