



## **BCA Addictive Substances Policy**

### Statement of Intent

The British College of Andorra is committed to being a school free from smoking, vaping, the possession and consumption of alcohol, and the misuse of controlled drugs and other substances. The school provides an environment that furthers this goal and promotes the physical and mental health of all students. The curriculum is designed to educate students concerning the harmful effects of addictive substances.

### Aim of Policy

The aim of this policy is:

- To combine a balanced educational programme with appropriate deterrence and disciplinary action against any students who are involved, whilst under the care of the school, in smoking, vaping, the possession and consumption of alcohol, or the misuse of controlled drugs and other substances.
- To promote safety, welfare and good physical and mental health

The policy applies to all students, irrespective of their age, who are enrolled at BCA.

The procedures and sanctions may be adapted as appropriate to meet the policy aims and the circumstances of each case.

The school will give due regard to the law in Andorra and the regulations for schools.

### Definitions

*Smoking:* means drawing into the mouth, and usually the lungs, smoke from burning tobacco. It also refers to inhaling the smoke from burning other drugs and substances (see below).

*Vaping*: means using an e-cigarette. An e-cigarette is a device that allows the inhalation of nicotine in a vapour rather than smoke. This policy covers possessing or supplying e-cigarettes/vaping devices, and vaping.

*Alcohol*: means intoxicating liquor of all descriptions (including beer, wine and spirits) and this policy covers obtaining, possessing, consuming, and supplying alcohol.

*Drugs and substances*: means controlled substances/drugs and the paraphernalia of drugs, substances intended to resemble drugs (psychoactive substances - legal highs) or legal drugs which can be obtained from a chemist, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse. This policy covers the possession, use and supply of such substances.

#### Resources used to develop the policy

“Formació Protocol de detecció i actuació en consum de drogues en centres educatius Fase 1”  
Training course provided by the Ministeri de Relacions Institucionals, Educació i Universitats, Andorra, September 2024. Attended by the BCA School Psychologist and SEN Coordinator.

[“DfE and ACPO drug advice for schools: Advice for local authorities, headteachers, school staff and governing bodies”](#). September 2012

[Student Policy: Smoking, Vaping, Alcohol, Drugs and other Substances](#) (with consent from the school from which it is sourced; authored by the current BCA Principal)

[“Lei 13/2020, del 29 d’octubre, qualificada de modificació de la lei 30/2018, del 6 de desembre, qualificada de seguretat pública”](#). Consell General, Andorra.

## **Policy Statement**

### **1. Roles and Responsibilities**

#### **1.1 Parents**

Parents have an important and highly influential role to play, both in supporting the education and well-being of their child in relation to the issues in this policy, and in providing a strong home-school partnership to reinforce this policy. The school encourages open discussion between parents and their children so they are aware of the issues and pressures in this area.

The school will periodically organize seminars relating to these issues, which parents are encouraged to attend.

The school will be alert to issues with the use of alcohol, drugs and other substances by the student's family members. Where problems are observed or suspected, or a student chooses to disclose, this may become a safeguarding issue. The student's welfare and support needs will be considered closely.

## 1.2 School

### 1.2.1 Education.

The school's primary educational aim regarding smoking, vaping, alcohol, drugs and other substances is to facilitate informed discussions around physiological and psychological implications, especially in regard to the developing teenage brain. Social pressure, social responsibility, risk for dependency or addiction, as well as the legal framework, are key topics addressed within the curriculum.

Learning activities include:

- The planned Personal Social and Health Education (PSHE) curriculum for Years 1 to 13 inclusive
- Invited speakers, workshops
- Assemblies

Programme effectiveness is reviewed annually by the Leadership Team.

### 1.2.2 Pastoral Care.

The school encourages students to discuss any anxieties they may have about smoking, vaping, alcohol, drugs and other substances with a member of staff

There are limits to confidentiality. Where a safeguarding or health risk to a student, or group of students, is identified, this information will be passed on to staff, parents/guardians and/or external agencies as needed, in order to take appropriate actions to protect the student/s from harm.

Schools have a key role in identifying students at risk from smoking, vaping, alcohol, drugs and other substances. The school will aim to distinguish between those who require general information and education, and those who could benefit from more targeted prevention. In the

latter case, the school will make recommendations to students for external agencies and hotlines. Examples within Andorra include:

- Projecte Vida, <https://projectevida.com/>
- El Servei de Joventut del Comú d'Andorra la Vella, <https://www.andorralavella.ad/joventut/>

### 1.2.3 Key responsibilities.

The oversight and coordination of addictive substance issues is the responsibility of the Principal, supported by the school Leadership Team.

Searches may only be conducted by the Principal or members of the school Leadership Team

Teachers of Personal Social and Health Education (PSHE) are responsible for delivery of the curriculum described in Section 1.2.1

Form tutors and class teachers are responsible for implementing the school's programme of pastoral care described in Section 1.2.2

## 2. School Rules

### 2.1 The following are forbidden:

- Any possession, use or supply of drugs and substances, on school premises or in the care of the school
- Unauthorised possession, consumption or supplying of alcohol onto school premises or in the care of the school. The consumption of alcohol on the BCA campus is forbidden.
- Being impaired by alcohol while on school premises or in the care of the school
- Smoking or vaping on school premises or surroundings, or at anytime while in the care of the school

### 2.2 School rules additionally apply throughout trips and residential visits.

2.3 This policy, and rules and consequences set out within it, also applies to BCA students who may be over the age of majority (18).

## 3. Detection and Immediate Response

3.1 If a student is suspected of being under the influence of drugs or alcohol on school premises, the school will prioritise the safety of the young person and those around them. If necessary it will be dealt with as a medical emergency, administering First Aid and summoning appropriate support. Depending on the circumstances, parents or the police may need to be contacted. If the child is felt to be at risk the BCA Safeguarding Policy will come into effect and social services may need to be contacted.

3.2 If a member of staff, student or parent has concerns over a student's observed or suspected use of addictive substances outside of school hours, this should be raised as a safeguarding concern using the process outlined in the BCA Safeguarding and Child Protection Policy.

3.2 Every complaint, report, or observation in relation to alcohol or involvement with drugs and substances will be regarded as a concern.

#### 4. Searches and Confiscation

4.1 Searches with consent: Designated members of the school staff (see 1.2.3) can search students and their lockers and school bags for cigarettes, e-cigarettes, alcohol, drugs or substances, with their consent, where they have reasonable grounds for suspecting that a student has such an item in their possession. The member of staff will consider the student's age and other factors when determining whether the student is capable of giving consent.

**4.2 Searches of students or their possessions without the consent of the student or their parents are not permitted.** In such cases, where a student refuses to give consent to a search, and where there is reasonable grounds for suspecting that a student has drugs or substances in their possession, the police should be contacted. In the case of suspected possession of cigarettes, e-cigarettes or alcohol, parents will be contacted.

4.3 Searches will be conducted in such a manner as to minimise embarrassment or distress. The search of a student or their possessions will be carried out in the presence of another member of staff or parent. Parents will be informed of the search as soon as is reasonably practicable.

4.4 Following a search, whether or not anything is found, the school will make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up action.

4.5 Confiscation: the school's general power to discipline enables a member of staff to confiscate, retain or dispose of a student's property as a disciplinary penalty, where reasonable to do so.

4.6 On confiscating cigarettes or e-cigarettes, alcohol, drugs or substances, staff should immediately pass the item to a member of the Leadership Team, who will determine how the item will be dealt with, and what next steps should be taken.

4.7 In taking temporary possession and disposing of a suspected **controlled drug**, the school will:

- ensure that a second adult witness is present throughout;
- seal the sample in a plastic bag and include details of the date and time of the seizure/find and witness present;
- store it in a secure location, such as a safe or other lockable container with access limited to senior members of staff;
- notify the police without delay, who will collect it and then store or dispose of it in line with locally agreed protocols.
- record full details of the incident, including the police incident reference number;
- inform parents/carers, unless this is not in the best interests of the student;
- identify any safeguarding concerns and develop a support and disciplinary response

## 5. Police Involvement

5.1 In general, possession and/or consumption of drugs/alcohol, and disciplinary sanctions, are regarded by the police as mainly an internal matter for the school, to be resolved directly with students and parents.

5.2 In relation to drugs, the School's responsibilities and actions will be guided by the law of Andorra and the regulations for schools

5.3 Local drug counseling centres are willing to work with schools on prevention education and actions. In general, in cases of a breach of the policy, informing and involving the police is not required and indeed not desired by the police.

5.4 The police must, however, be informed if an issue arises regarding personal safety/protection of students outside of school, and in any case where there is a suspicion that drugs are being traded. If the school confiscates a **controlled drug**, section 4.7 of the policy will apply.

## 6. Consequences

6.1 Any response to smoking/vaping, alcohol, drugs and substance related incidents needs to balance the needs of the individual student concerned with those of the wider school community.

6.2 In determining consequence, a balance will be struck between consistency and fairness, and the recognition that each case and each student is different. The school is primarily an educational and not a punitive institution.

6.3 The priority in all cases will be to address the student's underlying and unresolved problem, and support their better social and emotional regulation.

6.4 If the Principal's decision, after considering all the material evidence, is that the student has breached the policy, then the Principal will hear mitigating circumstances and consider the student's academic and disciplinary record and the extent to which he/she has co-operated, before deciding on the consequences. Consequences should align with the school's core purpose of promoting student learning.

### 6.5 Smoking/Vaping:

These actions will be taken by the School:

- Confiscation of substances/devices
- Parent informed
- Consequences aligned with sections 6.1 to 6.4 inclusive of this policy, up to and including a fixed period exclusion from school. Repeated incidents may lead to permanent exclusion from school.

### 6.6 Alcohol:

As per 6.5, but with consequences that may include permanent exclusion from school, even for a single incident.

Irresponsible alcohol use can be a symptom of other problems and a student and their parent/s will be referred to an external professional where required.

### 6.7 Drugs:

Anyone supplying drugs must expect to be permanently excluded ("expelled") immediately. Anyone possessing or using drugs must also expect to be expelled. Nonetheless, the

circumstances of the case and of the individual/s will be carefully reviewed, and a fixed period exclusion may instead be applied.

The matter will also be referred to the police.

Drug use can be a symptom of other problems and a student and their parent/s will be referred to an external professional where required.

## 7. Policy Monitoring

This policy will be reviewed annually and:

- Following any serious incident involving alcohol or drugs and substances
- Following the issue of any new guidance from the Andorran school authorities

The review will be carried out by the Principal or designated member of the Leadership Team, who will also evaluate the effectiveness of education on these matters in the School.

Policy approved and effective, 1st March 2025

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