



SMOKING & VAPING POLICY (STUDENTS) - SHERBORNE SHORT COURSES

Written by Compliance Operations Manager and approved by Director of Short Courses, November 2023;
Next Review: November 2024

This policy should be read in conjunction with other School policies:

- Prohibited Drugs and Substance Abuse Policy
- Behaviour Management Policy
- Procedure for Conducting a Search
- Smoke Free Policy

1. Roles and Responsibilities

The Short Course Management Team, led by the Director of Short Courses, ensures that all Short Course staff understand the policy and their responsibilities within it and that the policy is consistently implemented across areas of the School. All Staff must understand their responsibilities, as defined in the policy, and seek to carry out the requirements, seeking support from the Short Course Management Team where needed.

2. Aims

The aims of this policy are:

- To discourage students from smoking and vaping for the following reasons:
 - o It is injurious to health;
 - o It is addictive;
 - o It promotes, in a School context, secretive and unsafe behaviours;
 - o It presents health and safety risks; and
 - o There is evidence to suggest that those who smoke are more likely to try other addictive chemicals such as drugs.
- To educate students about the dangers and consequences of smoking and vaping, which is done through assemblies as well as lessons from subject teachers and in general conversation with House and other staff.

3. Disciplinary Process

The School is a no-smoking site, largely because of the significant fire risks. Moreover, the School does not tolerate smoking of tobacco or the use of e-cigarettes; it does not turn a blind eye to a student's movements and behaviour. Smoking and vaping paraphernalia are prohibited items at Sherborne and should not be brought onto the premises or taken on any activities, visits, trips or excursions that take place as part of School life. A student may be searched if they are suspected of carrying such items. Staff should refer to the School's policy on *Conducting a Search*.

There is a range of sanctions, depending upon the seriousness of the offence, which apply to students in breach of the School rules about smoking and vaping. These include detention, suspension, or being asked to leave. In all cases, a student's parents will be informed, normally by the Director of Short Courses, of the action being taken.

Examples as to how sanctions may be applied are below:

- Students who are caught or found to have been smoking in any School building, or in breach of legislation on smoking in public places, will usually be withdrawn from all aspects of the Short Courses for a period of up to 24 hours. Other than to take meals, they will be required to remain in their boarding house.
- A first offence for being caught smoking or vaping elsewhere, or for possession of smoking or vaping apparatus, is dealt with by the Director of Short Courses. Depending on the seriousness of the offence, the student is likely to receive a detention (as a minimum).

Subsequent offences will be dealt with by the Director of Short Courses, and possibly the Bursar and/or Headmaster, who will meet with the student, as well as write to their parents. Smoking or vaping offenders presenting in a challenging fashion (flagrancy, repetitiveness) may be asked to leave the Short Courses.

- Selling or distributing smoking / vaping paraphernalia to other students, or actively encouraging others to possess or consume cigarettes or e-cigarettes, will result in a student being referred directly to the Director of Short Courses, who will coordinate the investigation of the matter and write to the student's parents. The student will be liable to being asked to leave the Short Courses.

Whether or not a student is sanctioned in accordance with this policy, the Director of Short Courses retains the right to ask a student to leave, with immediate effect, if they are reasonably satisfied that the student's conduct (whether on or off School premises) is damaging to either whole-School discipline or to the reputation of the School.

4. Communication with Parents (or the Student's Representative)

The Director of Short Courses will inform parents (or the student's representative), in writing, of any sanction applied if their son or daughter is known or found to have been smoking or vaping at School, or has been known or found to have been in possession of smoking or vaping paraphernalia. The Director of Short Courses will seek the support of parents in discouraging such behaviours.