



Alcohol and drug abuse protocol

September 2019

The guiding principle underpinning Wolfert Bilingual's policy is the school's desire to ensure the safety of its students, their parents and teachers and all other staff members and volunteers. The aim of this protocol is to define and guarantee safety, in particular as it relates to health, wellbeing and protection. For Wolfert Bilingual it is important for students to be aware that an active, healthy lifestyle and a healthy environment contribute to a better performance at school, enhance their resilience and feelings of wellbeing and form a better basis for their further development. Substance abuse is not consistent with these aims. Alcohol, drugs and tobacco are harmful to health, spoil the atmosphere in and around the school and disrupt relations between students themselves and students and their teachers. In situations where problems of any kind arise for both students and staff, the school will do all in its power to provide assistance and support, trusting in the commitment and cooperation of the students themselves and their parents/carers. Of course, situations may arise that are beyond the capacity of the school to deal with. In that case, exclusion/expulsion of the student will be the ultimate measure. This protocol was drafted with the wellbeing of the person in question in mind. However, Wolfert Bilingual is a school and not a healthcare institution, and will always act accordingly. The school will draw the attention of students and their parents to its policy – at parents' evenings, during mentoring lessons and through publication of this protocol, in each case in collaboration with the Trimbos Institute's Healthy School Prevention Programme (DGSG).

A. Definitions

1. *Smoking*: the use of any kind of substance through inhalation, like cigarettes and loose tobacco, or in the form of a water pipe.
2. *Alcohol*: any drink containing alcohol.
3. *Cannabis*: any product containing THC and/or CBD, e.g. a joint.
4. *Energy drink*: any drink with added caffeine and/or taurine and/or glucuronolactone, high in calories due to sugar content, that acts as a temporary stimulant, boosting energy levels, e.g. Red Bull, Bullit, Monster and Burn.
5. *Other drugs*: any substance listed in schedule I and II of the Opium Act. This also includes non-prescribed use of medicines.

6. *Medicines*: all medicines of vegetable, chemical or animal origin obtained on prescription or by other means.
7. *Drug dealing*: preparing, processing, selling, supplying or transporting any of the substances referred to above or being involved in supplying them, whether free-of-charge or in return for payment.
8. *Mobile telephone*: the gadget itself and its use and use of any interacting gadgets such as smart watches, FitBits, Google Glass etc.
9. *School*: all the buildings and grounds, including sports grounds, within the outer gates, and the area up to a distance of two hundred metres beyond the gates. Where individuals are engaged in school activities outside the school, this protocol applies to the entire area in which these activities take place.

B. Rules

1. Smoking:

- a. Smoking is not permitted by or in the presence of students in or near the school. Wolfert Bilingual has a smoke-free schoolyard and the school's surroundings are also smoke-free. This includes the bus stops in the vicinity of the school.
- b. School staff are aware that they should set a good example. Smoking is only permitted out of the sight of students.

2. Alcohol:

- a. No one is permitted to be in the possession of, use or be under the influence of alcohol in or around the school (see A.9).
- b. Festive staff gatherings may form an exception to the provisions of B.2.a. Here too, staff are aware that they should set a good example, and behave accordingly.

3. Cannabis:

- a. No one is permitted to be in the possession of, use or be under the influence of cannabis in any form whatever in or around the school (see A.9).

4. Energy drink:

- a. No one is permitted to be in the possession of, use or be under the influence of energy drinks in or around the school (see A.9). Studies show that energy drinks have no place in a school, and bring no added value.

5. Other drugs:

- a. Possession of, dealing in or using illegal drugs of any kind is not permitted in or around the school (see A.9.).
- b. No one may be under the influence of drugs in or around the school (see A.9.). Individuals who have used drugs cannot study or work properly.

6. Medicines:

- a. Medication impacts on a person's physical and mental state. This may entail risks in carrying out certain tasks or doing certain kinds of work. For this reason, parents should inform the mentor if their child is using medicines on prescription.

7. Drug dealing:

- a. In no event is drug dealing permitted in or around the school (see A9).

8. Mobile telephones:

- a. Use of mobile telephones is permitted in and around the school, provided this does not cause inconvenience to others or infringe their right to privacy.
- b. During lessons and other school activities, students may only use their mobile telephones with the explicit permission of the teacher.

C. Situations

1. If there is a clear suspicion that an individual is breaking one or more of the rules listed under B., they will be taken to task, disciplinary measures will be imposed and assistance will be provided. The incident will also be recorded in Magister, the school administration system. See E.1.
2. If there is proof or a definite indication that an individual has been dealing in or supplying drugs at or near the school, they may face immediate expulsion. The school will act in accordance with the Voluntary Agreement on Safety, and follow the normal procedures (competent authority, Secondary Education Inspectorate, school attendance officer).

D. Disciplinary measures

There will always be consequences if any of the rules listed under B are broken. Depending which rule has been broken, one or more of the disciplinary measures listed below may be imposed:

1. Performance of a task, e.g. copying the school rules.
2. Alternative sanction: writing a report and/or giving a presentation on the subject for which the disciplinary measure has been imposed.
3. Dismissal from an activity: the parents/carers are informed that their child has broken one of the rules, and the student is sent home. The parents/carers are liable for any extra costs incurred.
4. Exclusion from an activity: the student is not allowed to attend or participate in an activity or activities either in or outside school.
5. Cleaning duties: the student is required to perform unpaid work for the general good within the school and in the vicinity of the school.
6. Detention: the student is required to spend extra time at school before and after lessons, under the supervision of the team leader.

7. Temporary exclusion: the student is excluded from school for between one and five school days. In this case, the school will act according to the provisions of the Voluntary Agreement on Safety and will follow the normal procedures (competent authority, Secondary Education Inspectorate, school attendance officer). The school will provide a written report, communicate adequately with all parties involved and ensure scope to appeal against the measure.
8. Expulsion: permanent removal of the student from the school. In the situation specified under C.2, this is the ultimate measure if none of the other disciplinary measures have proved effective. In this case, the school will act according to the provisions of the Voluntary Agreement on Safety and will follow the normal procedures (competent authority, Secondary Education Inspectorate, school attendance officer). The school will provide a written report, communicate adequately with all parties involved and ensure scope to appeal against the measure.
9. Notifying the police: if in breaking a rule as referred to under B, the student has also committed a statutory offence, the school will always notify the police. Any criminal law consequences will have no bearing on the disciplinary measures imposed by the school.
10. Confiscation: after issuing a warning, school staff members may decide to confiscate the object in question, either temporarily or permanently, and impose an appropriate additional disciplinary measure, on the responsibility of the team leader.

E. Reporting that a rule has been broken and providing assistance

Apart from disciplinary measures (D) for breaking the rules (B), assistance may be provided in the form of internal counselling or referral to an external care provider. The mentor, counsellors and team leader play a leading role.

1. How to act: a member of staff discovers that a rule has been broken and immediately reports this to the student's mentor. The mentor enters the incident in Magister. The mentor informs the counsellors and team leader, and they decide who should approach the student. The team leader is at all times responsible for recording the situation, deciding on the steps to be taken and the disciplinary measure and supplying the member of staff concerned with feedback.
2. Recognising that rules have been broken: All members of Wolfert Bilingual's staff are aware of the rules applicable within the school, and are capable of applying them and recognising that they have been broken. In specific cases, lists containing warning signs are available from the counsellors
3. Informing the parents: parents/carers are always informed at an early stage, unless there are serious reasons not to inform them. In the latter case, the team leader must give their explicit agreement.

4. Counselling: Students may receive counselling from specially trained members of staff and the counsellors, who have a list of names of liaisons and institutions they may consult or work with.
5. Referral: if the student cannot be counselled within the school, they will be discussed by the Student Welfare Advisory Team (ZAT). The team leader and counsellors are members of this team. The team advises on an appropriate referral.

F. Inspection and detection.

To oversee compliance with school policy, all members of staff are expected to report any irregularities. See also E.1.

1. The school, as defined under A.9., is private property. Members of the school management team or their representatives therefore have the right to refuse persona non grata entry to the school and all its grounds.
2. Compliance with policy will be enforced in the area described under A.9.
3. The school reserves the right to inspect students' lockers on a regular basis, if necessary with the assistance of the police.
4. At school dances, inspections are held for the possession of drugs or alcohol or for signs of predrinking.
5. If a student is suspected of being under the influence of alcohol or drugs, they will be refused admission and their parents will be alerted. If alcohol use is suspected, the student will be breathalysed.
6. The school works closely with the police. They carry out regular surveillance in the vicinity of the school, both in uniform and plainclothes.
7. The school is not allowed to body search students. Only those entitled do so by virtue of their office, such as police officers, are competent to do so, under specific conditions. For body searches during exams, see the Examination Regulations.
8. Procedure for the confiscation of undesired or illegal substances by the school:
 - a. Substances may only be confiscated if the suspect is caught in possession of them. This does not constitute permission to body search the student.
 - b. The substances are confiscated or handed over in the presence of a witness who has reached the age of majority.
 - c. The school management is obliged to hand over the illegal substances to the police as soon as possible.

G. Appeal.

The student concerned and/or their parents/carers may lodge an appeal against the disciplinary measures listed under D.7. and D.8. with an arbitrator or arbitration committee appointed by the school's competent authority.

H. Expertise

Every member of Wofert Bilingual's staff has undergone basic training in recognising the signs of alcohol and drug abuse. Every year, the school enables new members of staff to undergo training, with refresher training for other staff members, if required. Caretakers undergo additional training specifically geared to their tasks. All these training courses, and the training course for teachers in e-lesson provision for students are provided by *Youz*, an organisation specialising in advice on and treatment of substance abuse.

1. All members of staff are expected to possess knowledge of
 - a. the most frequently used substances (type and effects);
 - b. use by young people (stages, experimentation, addiction).
2. Teachers are expected to possess knowledge of and skills in
 - a. imparting information to young people (individual, in groups, methods);
 - b. recognising warning signs, and talking about them.
3. Caretakers are expected to possess knowledge of:
 - a. the most frequently used substances (type and effects);
 - b. use by young people (stages, experimentation, addiction);
 - c. warning signs;
 - d. the statutory procedures for inspection and detection.

I. Information and education

1. In the 2017-2018 school year, *Youz* staff members provided students and their parents with information in the framework of the Healthy School Protection Programme (DGSG). The nature of the information varied, because in some cases it may have the reverse effect.
2. In the 2017-2018 school year, every member of Wolfert Bilingual's staff underwent basic training on substance abuse and recognising the warning signs among students.
3. In March 2018, the school held a meeting with parents, in which parents were provided with information on the various substances, and were given tips on dealing with these issues with their children. The meeting was led by a *Youz* staff member responsible for prevention.
4. In the 2018-2019 school year, information provision will also be interdisciplinary. A major aim of information for students is to teach them how to think about the choices they can make as adolescents. Issues here include resilience, peer pressure and peer culture, etc.
5. In the 2018-2019 school year, students in the lower forms will follow an e-learning programme about alcohol and tobacco, with the aim of increasing

their knowledge, awareness and resilience. *Youz* will train teachers to give these lessons.

6. *Youz* keeps the school informed of suitable information materials such as a booklet on the warning signs of gambling addiction.
7. In 2019, every member of Wolfert Bilingual's staff attended a follow-up training on substance abuse and recognising the warning signs among students.

Annexe I Code of behaviour for international activities

Name of student:

I agree to the following:

Student:

1. I'll never leave the group, for whatever reason, without the teacher's permission;
2. I'll always follow the teacher's instructions;
3. I'll never go off on my own;
4. I'll always be polite and courteous to my fellow students, teachers and the local population and treat them with respect;
5. I'll keep to the rules of the guesthouse, the village and other places we visit;
6. I'll behave in a safe and responsible manner;
7. I'll observe the curfew;
8. I'll be at our assembly point on time;
9. I'll represent the school at all times;
10. I'll put my litter in the litter bin and leave my surroundings clean and neat;
11. I'll keep an eye on my belongings and bear responsibility for them;
12. I won't smoke, drink alcohol or use drugs;
13. I'll inform my teachers if something's wrong or I don't feeling well;
14. I'll have lots of fun!

Parent(s)/carer(s):

I understand that if my child is sent home for breaking one of the above rules during an international activity, I will have to pay any additional travel costs and collect my child from the airport in question.

Student's signature: _____

Parent's/carers' signature: _____

Place: _____

Date: _____ / _____ / _____