



Drinking, Smoking and Vaping Policy

HBB-POL-19 | Academic Year 2026–27

Policy reference	HBB-POL-19
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Assistant Head: Student Welfare, with the School Doctor
Reviewed by	Leadership Team (LT) and Education and Safeguarding Committee
Approved by	Board of Governors
Intended audience	Pupils, parents and staff
Location	Staff Portal, Governor Portal and Parent Portal
Related policies	Safeguarding and Child Protection Policy (HBB-POL-01); Boarding Policy (HBB-POL-04); Weekend Leave and Visiting Policy (HBB-POL-05); Drugs and Testing Policy (HBB-POL-06); Educational Visits Policy (HBB-POL-07); Behaviour Policy (HBB-POL-17); Searching and Confiscation Policy; Serious Disciplinary Cases Procedure

1. Aims and scope

- 1.1 This policy sets out the School's rules on alcohol, tobacco and nicotine, the support available to pupils, and the sanctions for breaking the rules. Its aims are to protect pupils' health, to keep the School community safe and to help pupils make healthy choices.
- 1.2 The policy covers:
 - **alcohol** in any form;
 - **tobacco**, including cigarettes, bidis, cigars, shisha (hookah), and chewing tobacco such as zarda and gul;
 - **nicotine products**, including e-cigarettes and vapes (with or without nicotine), heated tobacco products and nicotine pouches.
- 1.3 Illegal drugs and other psychoactive substances are covered by the Drugs and Testing Policy (HBB-POL-06). A vape that contains cannabis (THC) or any other drug is dealt with under that policy.
- 1.4 The policy applies whenever pupils are in the School's care: on campus, on trips and visits in Bangladesh and abroad, at weekend activities and while travelling. It also applies when pupils are in School uniform or their behaviour affects the School.

2. The law and the School's position

- 2.1 In Bangladesh, the Smoking and Using of Tobacco Products (Control) Act 2005 (as amended in 2013) prohibits smoking in educational institutions and the sale of tobacco products to anyone under 18. Alcohol is controlled under the Narcotics Control Act 2018.
- 2.2 Whatever the law where pupils are, including on trips abroad, the School's rules apply. Pupils must not drink alcohol, smoke, vape or use any nicotine product while in the School's care.

3. Rules for pupils

- 3.1 Pupils must not:
 - drink alcohol or be under the influence of alcohol;
 - smoke, vape or use any tobacco or nicotine product;
 - have alcohol, tobacco, nicotine products, vapes or vape refills in their possession, room or belongings;
 - buy, sell or supply alcohol, tobacco or nicotine products to anyone, or ask anyone else to do so for them.
- 3.2 Pupils who are knowingly present while others break these rules may also receive a sanction.

4. Staff, parents and visitors

- 4.1 The campus is smoke-free and vape-free for everyone, including staff, parents, visitors and contractors.
- 4.2 Alcohol is not served at School events where pupils are present. Staff must not drink alcohol while on duty, while supervising pupils (including on trips and at weekends) or before driving pupils, and must never be under the influence of alcohol in front of pupils. Best practice is not to drink at all while responsible for pupils.
- 4.3 No adult may give or sell alcohol, tobacco or nicotine products to a pupil. Any such concern is reported to the DSL.

5. Education, health and support

- 5.1 Pupils learn about the effects of alcohol, smoking and vaping on health, including nicotine addiction, through the Wellbeing and Tutorial programme.
- 5.2 Any pupil found to be drinking, smoking or vaping is offered support from the School Doctor, the Health Centre or the School Counsellor, alongside any sanction. Pupils who are dependent on nicotine are offered help to stop.
- 5.3 A pupil who asks for help with drinking, smoking or vaping before being found breaking the rules will be treated as a welfare matter, not a disciplinary one, as long as they then follow the support plan agreed with them.

6. Procedures

A pupil who may be under the influence of alcohol

- 6.1 The pupil's safety comes first. Any investigation waits until the pupil is well.
 - Do not leave the pupil alone.
 - An adult must take the pupil to the Health Centre. At night, the HM phones the Health Centre first.
 - If the pupil cannot be woken, is unconscious, is vomiting heavily or is having difficulty breathing, place them in the recovery position and call for emergency medical help at once.
 - The HM informs the pupil's parents.
 - The concern is recorded on CPOMS, including any treatment given by the Health Centre.

Smoking, vaping and possession

- 6.2 Staff confiscate the items and record the incident on CPOMS. The HM is informed.

Searches

- 6.3 The School may search pupils, their rooms and their belongings for alcohol, tobacco and nicotine products, in line with the Searching and Confiscation Policy. A room search requires the Headmaster's authority and is carried out by two members of staff, with the pupil present; where possible, at least one of them is the same sex as the pupil.

Confiscated items

- 6.4 Confiscated items are not returned. They are disposed of safely; vapes contain lithium batteries and must be disposed of as hazardous waste, not in general waste.

Safeguarding

- 6.5 Staff report to the DSL through CPOMS any case where an adult may have supplied a pupil, where a pupil may be being exploited, where drinking may have put a pupil at risk of harm, or where there is a pattern of concern.

7. Sanctions

- 7.1 Sanctions follow the Behaviour Policy (HBB-POL-17). The usual sanctions are set out below. All sanctions are at the Headmaster's discretion, who will take account of all the circumstances.

Offence	Smoking, vaping or nicotine	Alcohol
First offence	Level 3 sanction (normally a Headmaster's detention); letter to parents; health session with the School Doctor	Level 3 sanction (normally a Headmaster's detention); letter to parents; meeting with the School Counsellor or School Doctor
Second offence	Level 3 sanction (internal suspension or gating); meeting with parents; final warning	Level 3 sanction (internal suspension or gating); meeting with parents; final warning
Further offences	Suspension; permanent exclusion may be considered	Suspension; permanent exclusion may be considered
Serious cases (on any occasion)	Smoking indoors (fire risk); supplying or selling to others; holding a large quantity: suspension or permanent exclusion	Severe intoxication or needing medical treatment; spirits; bringing alcohol into school; supplying others; drinking on a trip: suspension or permanent exclusion

- 7.2 Suspension and permanent exclusion follow the Serious Disciplinary Cases Procedure.

8. Recording and monitoring

- 8.1 Incidents are recorded on CPOMS and sanctions on iSAMS. The Assistant Head: Student Welfare reviews the records each term and reports the number of incidents, and any patterns, to the Education and Safeguarding Committee.

9. Review record

Summary of changes (October 2026 review)

Area	Change made
Dates	Policy date October 2026 (the previous version, September 2024, was due for review in September 2025); next review August 2027.
Title	"Alcohol, Smoking and Vaping Policy" renamed Drinking, Smoking and Vaping Policy, the title used in the other revised policies.
Scope	Now covers all tobacco and nicotine products, including bidis, shisha, zarda, gul, heated tobacco and nicotine pouches; applies on trips abroad. Vapes containing drugs dealt with under the Drugs and Testing Policy.
Law	Refers to the Smoking and Using of Tobacco Products (Control) Act 2005 (amended 2013) and the Narcotics Control Act 2018.
Staff	Smoke-free and vape-free campus for all adults; clearer rules on alcohol for staff on duty and supervising trips.
Procedures	Step-by-step procedure for a pupil who may be intoxicated; searches by two staff, one the same sex as the pupil where possible; safe disposal of vapes; safeguarding referrals to the DSL.
Sanctions	Escalating sanctions table for first, second and further offences. "Level 3 detention" now matches the Level 3 sanctions in the Behaviour Policy (HBB-POL-17).
Support	Help to stop using nicotine; pupils who ask for help before being found are treated as a welfare matter. Moved to the standard policy template.

Version history

Date	Version	Reviewed by	Notes
September 2024	2024-25	Headmaster	Original Alcohol, Smoking and Vaping Policy
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	