

Protocol for situations related to alcohol and drugs



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The use of and dependence on drugs constitute the most serious forms of substance abuse, harming all areas of people's personal and family lives. However, a person doesn't have to be dependent on a substance for it to have a severely negative impact on their lives and surroundings. The risk may depend on the intensity of consumption, the context of consumption, frequency of use, the meaning that the person gives to consumption and, most importantly, personal vulnerability. In the stage of adolescence, all consumption involves risk; therefore, experimental or occasional use can also have serious consequences on a person's physical and mental health.

In our School Life Guide we declare that the consumption of alcohol, cigarettes, electronic cigarettes (vaping) or any kind of illicit drugs inside the school constitutes a serious misconduct. Additionally, trafficking, selling or distributing alcohol and drugs at school constitutes a very serious misconduct.

In order to report use and/or trafficking, sale or distribution of alcohol and drugs, this protocol must be followed:

1. All reports of consumption, traffic, sale or distribution of alcohol and drugs must be dealt with immediately and informed to the Head or Deputy Head of Section.
2. The Head or Deputy Head of Section then informs the Headmaster and the Head of the Formative Area - *Encargada de Convivencia Escolar*.
3. The Head or Deputy Head of Section interviews the parents of the pupils involved and informs them that an internal investigation process will begin due to the accusation, and that within five business days they will be informed of the results of the investigation.
4. The Head or Deputy Head of Section informs the Tutor, if he/she is not aware of the report.
5. To begin the internal investigation process two psychologists from the Formative Area conduct individual interviews with the pupils involved. The objective is to inquire about the accusation, protecting the students' intimacy and integrity, and keeping the matter confidential. Witnesses (pupils, teachers or others) are also interviewed.
6. Once all information has been collected, the Headmaster, the Head of Section and the Head of the Formative Area - *Encargada de Convivencia Escolar* get together to reach a conclusion regarding the report. During the meeting they also define the support that the school will provide for the pupils and the sanctions to be applied, if appropriate, based on the School Life Guide.

7. The Head or Deputy Head of Section informs the tutors about the results of the internal investigation and about the process that will then take place.
8. The Headmaster and the Head of Section interview the parents of the pupils involved to inform them of the results of the internal investigation. They suggest support measures for the pupil(s) inside the school and, if appropriate, inform the parents that the child needs to undergo medical treatment and/or treatment with an alcohol and drug use specialist. This specialist will have to issue monthly reports to the school regarding the treatment and inform the school of the evolution of the case. If the internal investigation leads to any sanctions, the school informs the parents, based on the School Life Guide.
9. The Head of the Formative Area - *Encargada de Convivencia Escolar* Officer, representing the school, informs the Public Ministry when there is information that suggests the existence of an offence or facts that constitute an offence involving drugs occurring in the school.
10. The Head of Section, Deputy Head of Section and psychologist from the Formative Area of the section define any interventions that should take place, if appropriate, at year or section level, as back-up to the work already carried out with pupils for the prevention of alcohol and drug use.
11. Written reports of the interviews to pupils, teachers and parents are filed in the section and recorded on Alexia.

Note:

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

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