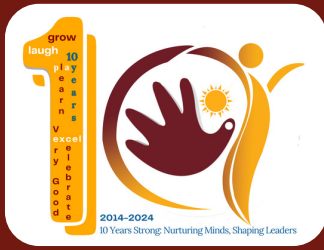


CREDENCE HIGH SCHOOL

**COMPREHENSIVE SUBSTANCE
ABUSE PREVENTION, ANTI-VAPING,
ANTI-SMOKING AND DRUG POLICY**



ZERO-TOLERANCE + SAFEGUARDING



CREDENCE HIGH SCHOOL

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



FUNCTION	To prevent, and respond to substance use while safeguarding the health, safety, and wellbeing of all students
STATUS	Implemented
REVIEW SCHEDULE	Annual/ Need based
REVIEWED BY	CEO-Principal Senior School Counselor
LAST REVIEWED ON	April 2026
APPLIES TO:	All students (KG–Grade 12) Staff, Parents, Contractors, Visitors, Transport providers and all school-related activities
Oversight:	Substance Abuse Prevention Committee

SUBSTANCE ABUSE PREVENTION COMMITTEE MEMBERS:



Chairperson:	Ms. Deepika Thapar Singh, CEO - Principal
Safeguarding Lead:	Mr. Shaheen Aboobacker
Co-Chairs:	• Dr. Subhadra Prabhu, Senior School Counselor • Mr. Vijesh Vijayakumaran Nair, HOD - Physical Education
Committee Members:	<u>Phase Supervisors:</u> • Early Years Division: Ms. Dhanalaxmi Induchudun, Early Years Supervisor • Primary Division (Grades 2-5): Ms. Nirmlala Prasad, Primary Supervisor • Middle School Division (Grades 6-8): Ms. Neelima Byju, Middle School Supervisor • Senior School Division (Grades 9-12): Ms. Anila Sagar, Senior School Supervisor <u>School Counselors:</u> • Ms. Mahima Sharma, School Counselor (Early Years & Primary) • Ms. Anagha Pavithran, School Counselor (Middle School)

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

OUR VISION

To be an institution that nurtures free and happy minds, empowering students to excel and contribute meaningfully to society in the field of their choice.

OUR MISSION

To create an inclusive and supportive campus that fosters belonging, happiness, physical safety, and intellectual freedom.

To nurture the innate talent of each child, building a culture of individual achievement and collective excellence.

To instill strong values, ethics, and personal integrity.

To nurture a diverse, international community prepared to thrive in a globalised world.

To kindle curiosity through ICT-enabled, research-oriented, independent, and enquiry-based learning.

1. Purpose of this Policy

Credence High School is committed to maintaining a safe, healthy, and substance-free learning environment for every child. This policy sets out the school's comprehensive approach to preventing, identifying and responding to substance abuse within the school community.

For the purpose of this policy, **substance abuse** includes (but is not limited to):

- **Vaping / e-cigarettes / electronic smoking devices**
- **Smoking and tobacco use** (including cigarettes, dokha, shisha, cigars, chewing tobacco and similar products)
- **Narcotics, psychotropic substances, illegal drugs, misuse of medication, and unauthorised substances**

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

The policy reflects:

- KHDA Anti-Vaping Guidance for Private Schools in Dubai
- UAE national prevention frameworks and school safeguarding expectations
- UAE parent prevention guidance and risk-protection model
- Credence High School's commitment to student wellbeing, safety and character development

This document is designed to be understood by **students, parents, and staff**, and therefore combines clear rules with preventive education and safeguarding procedures.

2. Why This Policy Exists

Substance use among children and adolescents' presents serious risks to:

- Physical health and brain development
- Emotional wellbeing and mental health
- Academic performance and school safety
- Social behaviour and decision-making

Vaping has emerged as a growing concern in school environments globally and locally. Schools are required to implement proactive and structured prevention measures, clear behavioural expectations and consistent responses to incidents.

Credence High School adopts a **Zero-Tolerance + Safeguarding** model:

- Zero tolerance toward possession, use, distribution or promotion of prohibited substances.
- A strong safeguarding response focused on protecting the child, the wider student body, and the integrity of the school environment.

3. Credence Philosophy

While this policy is firm, it is rooted in the school's core belief that:

- Every child deserves safety and guidance.
- Prevention is more effective than punishment alone.
- Early intervention protects futures.
- Parents and school must work in partnership.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

4. Scope of the Policy

This policy applies to:

- School premises, classrooms, washrooms, buses and outdoor areas
- School transport and bus stops under supervision
- All school trips, events, competitions and activities
- Online environments where behaviour impacts school safety or culture
- Students in school uniform or representing the school

5. Definitions (Operational)

Vaping: Inhaling or exhaling vapour produced by electronic smoking devices.

Smoking: Inhaling or exhaling smoke from tobacco or any combustible substance.

Electronic Smoking Devices (ESDs): Vape pens, e-cigarettes, pods, cartridges, hookah pens, disposable vapes and related accessories.

Substance / Drug: Any natural or chemical substance that affects body or mental functioning, including narcotics, psychotropic substances, illegal drugs and misuse of medication.

Possession: Having a substance or device on one's person, in a bag, locker, desk, or any area reasonably linked to the student.

Distribution / Supply: Selling, sharing, giving, or facilitating access.

6. Policy Structure

This policy is divided into four main parts:

- **Part I – Anti-Vaping Policy**
- **Part II – Anti-Smoking Policy**
- **Part III – Anti-Drug Policy**
- **Part IV – Roles, Responsibilities, Governance and Incident Response Framework**

For safeguarding and behaviour management, the policy operates through a structured framework:

Prevention → Early Identification → Intervention → Escalation → Reintegration

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

This framework ensures consistency, proportionality and clear accountability in all responses.

PART I — ANTI-VAPING POLICY

1. Policy Statement

Vaping is strictly prohibited for all students, staff, and visitors on school premises and during school-related activities.

This includes:

- Use
- Possession
- Distribution or sale
- Promotion or encouragement
- Display of vaping devices

2. Why Is Vaping Prohibited?

The school recognizes vaping as a serious safeguarding concern due to:

- Health risks and nicotine dependence
- Hidden or disguised devices
- Peer pressure and social media influence
- Increased likelihood of escalation to other substances

3. Preventive Measures

The school adopts a structured preventive approach through policy enforcement, education, and community engagement.

3.1 Policy Measures

- Behaviour policy explicitly includes vaping prohibition.
- Clear signage in high-risk areas (washrooms, stairwells, outdoor zones).
- Confidential reporting channels for students.
- Annual review of anti-vaping procedures.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

3.2 Education Measures

- Age-appropriate vaping education integrated into curriculum (Grades 6–12).
- Wellbeing sessions focusing on peer pressure and informed choices.
- Awareness assemblies and campaigns.

3.2 Student Engagement

- Student leadership and ambassador initiatives.
- Peer awareness activities supervised by the wellbeing team.

3.3 Parent Engagement

- Parent workshops, webinars and advisories.
- Regular communication on warning signs and prevention strategies through portal - Circulars, WhatsApp messages, Credence Cares journal featured articles.

4. Prohibited Behaviours (Vaping)

Students must not:

- Bring vaping devices or accessories to school.
- Use or attempt to use devices.
- Store devices for others.
- Share or sell vaping products.
- Pressure peers to vape.
- Promote vaping culture through conversation, media, or displays in school context.

PART II — ANTI-SMOKING POLICY

1. Policy Statement

Smoking and the use of all tobacco products are strictly prohibited for all students on school premises and during any school-related activities, whether on or off campus.

This prohibition includes:

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Use of tobacco products
- Possession of tobacco products
- Distribution or sale
- Promotion or encouragement of smoking
- Display of tobacco products in the school context
- Cigarettes, cigars, dokha, shisha, chewing tobacco and similar tobacco-based products.

2. Why Is Smoking Prohibited?

The school recognizes smoking as a serious health and safeguarding concern due to:

- High risk of nicotine addiction and long-term health consequences
- The normalization of smoking behaviours among adolescents
- The influence of peer pressure and social environments
- Its association with risk-taking behaviours and potential progression to other substance use

3. Preventive Measures

The school adopts a structured preventive approach through policy enforcement, education, and community engagement.

3.1 Policy Measures

- The Behaviour Policy explicitly includes smoking prohibition.
- Clear signage indicating a smoke-free campus is displayed prominently.
- Tobacco use is addressed within the school's safeguarding procedures.
- Anti-smoking procedures are reviewed annually in line with wellbeing and compliance standards.

3.2 Educational Measures

- Curriculum-based education on the health risks and long-term consequences of smoking.
- Lessons focused on refusal skills, assertiveness, and responsible decision-making.
- Awareness campaigns linked to wellbeing initiatives and sports programs promoting healthy lifestyles.

3.3 Student Engagement

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Student-led initiatives promoting healthy, smoke-free lifestyles.
- Peer awareness activities supervised by the Wellbeing Team.
- Involvement in school campaigns, reinforcing positive role modelling.

3.4 Parent Engagement

- Parent workshops and advisories on preventing tobacco use.
- Communication through school circulars, portal updates, and wellbeing publications.
- Guidance on identifying warning signs and supporting cessation where required.

4. Prohibited Behaviours (Smoking)

Students must not:

- Smoke or attempt to smoke on school premises or during school activities.
- Bring tobacco products to school.
- Carry, store, or conceal tobacco products for themselves or others.
- Share, sell, or distribute tobacco products.
- Encourage or pressure peers to engage in smoking.
- Promote smoking behaviour within the school context.

PART III — ANTI-DRUG POLICY (NARCOTICS & PSYCHOTROPIC SUBSTANCES)

1. Policy Statement

Credence High School enforces a strict zero-tolerance approach to illegal drugs, narcotics, psychotropic substances, synthetic substances, and the misuse of medication.

This prohibition applies to all students on school premises and during any school-related activities, whether on or off campus.

This includes:

- Use or attempted use
- Possession
- Distribution or sale
- Storage on behalf of others
- Promotion or encouragement
- Being under the influence while in school

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

Any confirmed involvement constitutes a major safeguarding and disciplinary matter and will be addressed in accordance with school policy and UAE law.

2. Why Is Substance Use Prohibited?

The school recognizes substance misuse as a serious safeguarding concern due to:

- Significant physical and psychological health risks
- High risk of dependency and long-term harm
- Legal consequences under UAE law
- Impact on academic performance, behaviour, and safety
- Increased vulnerability to exploitation and risk-taking behaviours

3. Preventive Measures

The school follows a comprehensive prevention model addressing both risk and protective factors.

3.1 Policy Measures

- Substance misuse prohibition is explicitly included in the Behaviour and Safeguarding Policies.
- Clear procedures are established for search, confiscation, documentation, and referral.
- Confidential reporting channels are available for students.
- Annual review of anti-drug procedures ensures compliance with safeguarding standards.

3.2 Educational Measures

Drug prevention education is integrated through:

- PSHE / Wellbeing curriculum
- Science and health education
- Assemblies and expert-led sessions
- Life-skills and resilience training

Students are taught:

- Legal consequences under UAE law
- Short- and long-term health impacts
- Refusal and resistance strategies

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Safe help-seeking pathways

3.2 Student Engagement

- Student leadership initiatives promoting healthy lifestyle choices.
- Peer awareness programs supervised by the Wellbeing Team.
- Activities that strengthen belonging, participation, and school engagement (protective factors).

3.3 Parent Engagement

- Parent workshops and advisories on substance misuse prevention.
- Regular communication through school circulars and wellbeing publications.
- Guidance on recognizing early warning signs and supporting protective factors at home.

4. Prohibited Behaviours

Students must not:

- Bring illegal drugs, narcotics, psychotropic substances, synthetic drugs, or harmful unidentified substances to school.
- Misuse prescription medication.
- Use or attempt to use substances on school premises or during school activities.
- Store, conceal, or distribute substances for others.
- Share, sell, or promote substances in any form.
- Attend school under the influence of any prohibited substance.

5. Maintenance of a Safe and Substance-free Campus (Applies Across Substance Types)

Credence High School is committed to maintaining a safe, healthy, and substance-free campus for all members of the school community. Through anti-vaping, anti-smoking, and drug prevention measures, including routine bag checks, incident-based checks, staff monitoring, and confiscation of prohibited items, the school prioritizes student wellbeing and safeguarding. These strategies support informed decision-making, reinforce positive choices, and ensure a secure environment for learning and holistic development.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

5.1 Bag Checks, Searches, Supervision and Confiscation

To maintain a safe and substance-free campus, the school conducts **regular preventive checks** in addition to incident-based checks.

5.2 Random Preventive Bag Checks (Routine Practice)

- Random bag checks are a **regular and ongoing school safety procedure**.
- Checks may be conducted at entry points, during the school day, or at any time deemed appropriate by leadership.
- These checks are preventive in nature and **do not require prior suspicion**.
- Students and parents are informed that random checks form part of the school's safeguarding framework.
- Students are expected to cooperate respectfully when requested.

5.2 Incident-Based Checks

In addition to routine checks, targeted checks may be conducted when:

- A concern is reported by staff or students.
- Behaviour raises safeguarding concerns.
- A prohibited item is suspected.

5.3 Staffing for Checks

- Bag checks may be conducted by authorised school staff, including supervisors, leadership team members, pastoral staff, or designated duty staff.
- The school will ensure checks are conducted respectfully and professionally, maintaining student dignity.
- Where appropriate, a second adult may be present, but this is not a mandatory requirement for routine preventive checks.

5.4 Confiscation

- Any prohibited item found will be confiscated immediately.
- Items will be documented and handed to designated leadership.
- Parents will be informed as per incident procedures.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

5.5 Floor Duty and Active Supervision

- Teachers and duty staff are deployed across corridors, stairwells, washroom zones, and outdoor areas during key transition times.
- Active supervision supports early identification of risk behaviour, unusual student movement, or unsafe group dynamics.
- Staff on duty must report concerns immediately to the relevant supervisor.

6. Safeguarding Escalation Matrix (Applies Across Substance Types)

To ensure consistency and proportionality, Credence High School applies the following safeguarding and behaviour escalation levels. The school retains discretion to move directly to higher levels where risk to safety is significant.

Level A — Early / Low-Level Concern (First Incident)

Examples:

- First confirmed possession of a vape or tobacco product or drugs without evidence of supply.
- Low-level behaviour suggesting experimentation (The initial/ sporadic use of substances often driven by curiosity, peer pressure or social situations).

Response:

- Confiscation and documentation (Behaviour Reflection Sheet).
- Parent notification.
- Educational intervention and counselling.
- Behaviour warning and continuous monitoring.

Level B — Possession / Repeat Behaviour (Moderate Risk)

Examples:

- Repeated possession.
- Evidence of use intent.
- Pattern of risk behaviour.

Response:

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Formal disciplinary action.
- Parent meeting with Supervisor.
- Mandatory counselling.
- Temporary suspension may be applied.

Level C — Use on Campus / Serious Breach (High Risk)

Examples:

- Confirmed use of vape, smoking, or substance on school premises or school activities.
- Use in washrooms or hidden areas.

Response:

- Immediate removal from the class environment.
- Senior leadership review.
- Parent meeting with SLT.
- Safeguarding risk assessment
- Suspension as per school policy.

Level D — Supply / Distribution (Critical Safeguarding Risk)

Examples:

- Selling, supplying, sharing, or facilitating access.
- Possession of illegal drugs or unidentified substances.
- Coercion or peer pressure involving substances.

Response:

- Immediate suspension pending investigation.
- Principal and Safeguarding Lead oversight.
- Full incident documentation.
- External authority consultation where required under UAE regulations.
- Non-re-registration may be considered.

Important:

Safeguarding considerations may require the school to escalate directly to Level C or D regardless of previous history.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

Behavioral offenses related to the possession/ use of vape, cigarettes/ tobacco products , drugs in school will result in the issuance of Disciplinary Cards, followed by appropriate consequences as specified in the School [Behaviour Management Policy](#).

7. Support and Safeguarding

- The school counsellor conducts a risk assessment.
- The student's wellbeing plan will be implemented.
- Follow-up monitoring by pastoral team.

PART IV - ROLES, RESPONSIBILITIES AND STEP-BY-STEP RESPONSE FRAMEWORK

1. Role of Parents (Detailed Responsibilities)

Parents are essential partners in prevention, early identification, and intervention. The school expects parents to actively support the policy through the following responsibilities:

1.1 Prevention and Awareness at Home

Parents should:

- Maintain open, age-appropriate conversations about vaping, smoking and drugs.
- Reinforce school messages about healthy lifestyle choices and safe decision-making.
- Educate children about myths and misconceptions related to substance use.
- Discuss peer pressure, social media influence and risk-taking behaviour.
- Encourage refusal skills and help children practise how to say 'No' safely.

1.2 Supervision and Monitoring

Parents are expected to:

- Monitor children's behaviour, friendship groups and online exposure.
- Be alert to early warning signs (behavioural, emotional, or physical changes).
- Check personal belongings when there are reasonable concerns, in line with family values.
- Ensure that children do not carry unauthorised substances, device, or medication to school.

1.3 Partnership with the School

Parents must:

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Read and acknowledge school circulars and policy communications.
- Attend parent workshops, awareness sessions and meetings when requested.
- Inform the school promptly of any known concerns that may affect student safety.
- Cooperate fully with investigations and safeguarding processes.
- Attend mandatory meetings following incidents involving their child.

1.4 Medication and Health Disclosure

Parents should:

- Declare prescribed medications to the school clinic.
- Send medicines only in original packaging with valid medical instructions.
- Ensure students do not self-administer medication without school approval.

1.5 Support During Intervention or Reintegration

Where a student is involved in an incident, parents are expected to:

- Work collaboratively with counsellors and school leadership.
- Reinforce behaviour plans at home.
- Ensure attendance at counselling or intervention sessions.
- Maintain consistent boundaries and supervision during monitoring periods.

1.6 Parent Conduct and Modelling

Parents should:

- Model responsible behaviour and avoid normalising substance use in front of children.
- Avoid sending items that conflict with school policy.
- Support the school's zero-tolerance expectations publicly and privately.

1.7 Shared Responsibility Statement

Protecting children from substance abuse is a shared duty between school and families. Effective prevention depends on consistent messaging, early communication and mutual trust.

2. Role of the School (Detailed Responsibilities)

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

The school holds primary responsibility for maintaining a safe, drug-free environment and implementing prevention, safeguarding and disciplinary procedures.

2.1 Policy Implementation and Governance

The school will:

- Maintain a clearly communicated zero-tolerance policy for vaping, smoking and drugs.
- Align procedures with KHDA guidance and UAE regulations.
- Review and update policy annually.
- Ensure consistency across all divisions (KG–Grade 12).

2.2 Safe Environment and Supervision

The school will:

- Provide active supervision across campus and during school activities.
- Deploy teachers on floor duty to monitor student movement and high-risk areas.
- Display anti-vaping / anti-smoking signage in identified risk areas.
- Monitor washrooms, corridors, stairwells, and outdoor zones through duty systems.
- Maintain confidential reporting channels for students and staff.

2.3 Prevention Education

The school will:

- Integrate substance prevention education into curriculum and wellbeing programmes.
- Deliver age-appropriate awareness sessions.
- Address social and cultural influences, peer pressure, and online trends.
- Conduct assemblies, campaigns and student-led awareness initiatives.

2.4 Staff Training and Capacity Building

The school will:

- Train staff regularly to identify warning signs and respond appropriately.
- Ensure staff understand safeguarding and documentation protocols.
- Provide guidance on handling disclosures and sensitive conversations.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

2.5 Early Identification and Support

The school will:

- Observe and document behavioural concerns responsibly.
- Refer students with risk indicators to counsellors or safeguarding leads.
- Provide counselling, wellbeing support and targeted interventions.
- Develop individual support or behaviour plans where needed.

2.6 Incident Management and Safeguarding

The school will:

- Respond promptly and consistently to all reported incidents.
- Conduct fair investigations with appropriate documentation.
- Communicate with parents at each major stage.
- Apply disciplinary consequences aligned with severity.
- Prioritize safety of the wider student body.

2.7 Roles of Key School Personnel

a) Phase Supervisors / Section Supervisors

Supervisors will:

- Lead first-level review of incidents within their phase.
- Meet parents and students following reported concerns.
- Coordinate documentation and behaviour follow-up.
- Monitor repeat behaviours and escalation patterns.
- Ensure consistent implementation of policy across classes.

b) Class Teachers

Class teachers will:

- Serve as frontline observers of student behaviour and wellbeing.
- Build trusted relationships that encourage disclosure.
- Monitor attendance, behaviour and sudden changes.
- Reinforce prevention education through daily interactions.
- Report concerns promptly to supervisors or counsellors.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

c) School Counsellors

Counsellors will:

- Conduct risk assessments and wellbeing evaluations.
- Provide individual and group counselling.
- Deliver preventive education sessions.
- Support behaviour contracts and reintegration plans.
- Liaise with parents regarding support strategies.
- Advise leadership on safeguarding implications.

d) Duty Teachers and Pastoral Staff

Duty staff will:

- Actively supervise student movement during transitions.
- Identify and report suspicious or unsafe behaviour.
- Support implementation of random preventive checks.
- Maintain visibility in identified risk areas.

e) Senior Leadership Team

Senior leadership will:

- Make final decisions in serious or repeated cases.
- Ensure legal and regulatory compliance.
- Oversee communication with external authorities when required.
- Ensure fairness, consistency and safeguarding standards.

3. Role of Drug Prevention Committee (Governance)

Leadership

- Chairperson: CEO-Principal
- Co-Chairs: Senior School Counsellor; HOD Physical Education

Responsibilities

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Policy oversight
- Prevention programme planning
- Incident review
- Staff training coordination
- Parent communication
- Annual policy review

Meeting Schedule

- Monthly meetings
- Emergency meetings as required
- Annual policy evaluation

4. Step-by-Step Incident Flow (ALL SUBSTANCE TYPES)

Step 1 — Observation or Report

- Concern observed by teacher, duty staff, supervisor, or reported by student/parent.
- Immediate safety of students prioritised.

Step 2 — Accountability Chain Activation

- Class Teacher / Duty Staff informs **Phase Supervisor**.
- Phase Supervisor informs **School Counsellor and Safeguarding Lead** where appropriate.
- Senior Leadership Team notified for serious or repeated incidents.

Step 3 — Initial Inquiry and Evidence Handling

- Facts gathered discreetly and professionally.
- Random preventive checks and/or targeted checks may be conducted as per policy.
- Confiscated items documented and secured.

Step 4 — Parent Communication

- Parents contacted promptly.
- Meeting scheduled according to severity level.
- Expectations and next steps clearly explained.

Step 5 — Safeguarding and Behaviour Decision

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Incident mapped against escalation levels (A–D).
- Appropriate disciplinary and safeguarding actions determined.
- Counselling referral initiated where required.

Step 6 — Intervention and Support

- Educational intervention and counselling.
- Behaviour contract or support plan if required.
- Monitoring responsibilities assigned to relevant staff.

Step 7 — Leadership Review (Where Applicable)

- Senior leadership reviews serious, repeated, or high-risk incidents.
- Principal oversight for Level D incidents.

Step 8 — Monitoring and Reintegration

- Follow-up checks and pastoral monitoring.
- Parent-school review meetings.
- Reintegration plan for returning students when applicable.

5. Documentation and Confidentiality

- All incidents must be documented using official school safeguarding and behaviour records.
- Documentation must include date, time, location, staff involved, student statement, actions taken and parental communication.
- Confiscated items must be logged and stored securely.
- Records are maintained confidentially and shared strictly on a need-to-know basis.
- Documentation quality is reviewed during leadership oversight and policy review cycles.

6. Communication Protocol

- Parents are informed at each major stage.
- Staff updated on relevant safeguarding needs.
- Student dignity maintained.

7. Staff Training Requirements

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

Regular training will include:

- Identifying warning signs
- Incident handling procedures
- Legal and safeguarding responsibilities
- Communication with students and parents

8. Preventive Culture at Credence

The school will continuously promote:

- Healthy lifestyle choices
- Student voice and leadership
- Emotional wellbeing programmes
- Positive peer culture

9. Policy Review and Compliance

- Annual review by the Drug Prevention Committee.
- Updates aligned with KHDA and UAE directives.
- Feedback from parents, students, and staff considered.

10. Credence Leadership Culture, Wellbeing and Preventive Ethos (Leadership Layer)

Credence High School believes that prevention is most effective when it is embedded in school culture, not limited to rules or disciplinary action. While this policy operates within a firm zero-tolerance safeguarding framework, the school's long-term strategy is to build a community where students choose healthy behaviours because they feel safe, respected and connected.

10.1 Culture Before Crisis

The school commits to creating conditions that reduce risk before incidents occur by:

- Promoting strong teacher-student relationships built on trust and respect.
- Ensuring every student experiences belonging, voice and positive identity within the school community.
- Embedding wellbeing, character education, and responsible decision-making into everyday school life.
- Encouraging student leadership and peer influence that supports healthy choices.

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

10.2 Wellbeing as a Protective Factor

In line with contemporary prevention models, Credence recognises that student wellbeing is one of the strongest protective factors against substance misuse. Therefore, the school will:

- Integrate wellbeing programmes across all phases.
- Provide accessible counselling and emotional support.
- Encourage participation in sports, arts, service, and co-curricular activities that strengthen resilience.
- Promote balanced lifestyles including sleep, physical activity, and digital wellbeing.

Staff employees are responsible for ensuring that they abide by this policy and comply with the smoking prohibition requirements.

- Smoking is not permitted, at any time, in any part of the school or in grounds within the immediate vicinity including entrances and exits.
- Smoking is not permitted in school owned or in school buses.
- Smoking breaks during work time are not permitted.
- Not to portray smoking as acceptable and particularly since staff are viewed as role models by the pupils.
- Smoking whilst on school business during working time is not permitted in any building or any workplace irrespective of ownership.
- All staff are expected to refrain from smoking on all school trips, activities and events always.
- Visitors/members of the public must be made aware of the policy as appropriate; any breaches of the policy will be addressed.
- If an offender continues to smoke after they have been asked to stop, the offender must be asked to leave the premises.
- The school will enforce this policy as part of its 'terms and conditions of employment'. Employees in breach of this policy will be dealt with under the disciplinary policy.

10.3 Partnership Culture with Parents

COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

The school views parents as co-educators in prevention. Beyond compliance, Credence aims to build a culture of shared responsibility where families and the school communicate early, honestly and constructively in the best interests of the child.

10.4 Student Dignity and Restorative Growth

Even within a zero-tolerance framework, the school maintains a strong commitment to student dignity. When incidents occur, responses will:

- Protect the wider school community.
- Hold students accountable for choices.
- Provide opportunities for reflection, learning and positive changes where appropriate.

10.5 Leadership Commitment

School leadership commits to:

- Modelling consistency, fairness and transparency in decision-making.
- Reviewing trends and data to strengthen prevention strategies.
- Ensuring staff are supported to implement policy confidently.
- Continuously improving practices in alignment with KHDA expectations and emerging wellbeing research.

This leadership layer ensures that the policy is not only a disciplinary framework, but a living expression of Credence High School's values, culture and commitment to safeguarding every child.

Quick Role Map (At a Glance)

- **Class Teacher / Duty Teacher:** Observe, report, maintain supervision
- **Phase Supervisor:** Lead initial review, parent meeting, documentation oversight
- **School Counsellor:** Risk assessment, counselling, intervention planning
- **Safeguarding Lead:** Risk evaluation and safeguarding compliance
- **Senior Leadership Team:** Decisions for serious or repeated incidents
- **CEO-Principal:** Oversight of Level D / critical safeguarding cases

11. Policy Flowchart (Quick Reference)

**COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING
AND DRUG POLICY**



(Zero-Tolerance + Safeguarding Framework)

Substance Abuse Incident Response Flow — Credence High School

CONCERN OBSERVED / REPORTED

- Observed by: Class Teacher / Duty Teacher / Supervisor / Student Report / Parent Report



STEP 1: IMMEDIATE SAFETY CHECK

- Ensure student and peer safety
- Secure any item if visible
- Inform Phase Supervisor



STEP 2: ACCOUNTABILITY CHAIN ACTIVATED

- Phase Supervisor notified
- School Counsellor / Safeguarding Lead informed (as required)
- SLT informed for serious concerns



STEP 3: INITIAL INQUIRY & DOCUMENTATION

- Fact finding (discreet and professional)
- Random preventive or targeted checks if needed
- Confiscation and secure storage of items
- Incident documentation initiated



STEP 4: PARENT COMMUNICATION

- Parent contacted promptly
- Meeting scheduled based on severity
- Next steps explained clearly



STEP 5: ESCALATION LEVEL DECISION (A–D)



COMPREHENSIVE SUBSTANCE ABUSE PREVENTION, ANTI-VAPING, ANTI-SMOKING AND DRUG POLICY



(Zero-Tolerance + Safeguarding Framework)

- Level A: Early / first incident / experimentation
- Level B: Possession / repeat behaviour
- Level C: Use on campus / serious breach
- Level D: Supply / distribution / suspected drugs



STEP 6: ACTION & INTERVENTION

- Educational intervention
- Counselling / wellbeing support
- Behaviour contract (if required)
- Disciplinary action (as applicable)
- SLT / Principal oversight for high-risk cases



STEP 7: MONITORING & FOLLOW-UP

- Pastoral monitoring
- Parent review meetings
- Behaviour tracking
- Reintegration plan where applicable



SAFE RETURN TO LEARNING ENVIRONMENT

12. Final Statement

Credence High School believes that every child has the right to learn in a safe, healthy, and supportive environment. Through strong prevention, clear expectations, and consistent action, the school commits to protecting students from the risks associated with vaping, smoking, and drug abuse.

This policy is effective immediately upon publication and applies to all members of the school community.