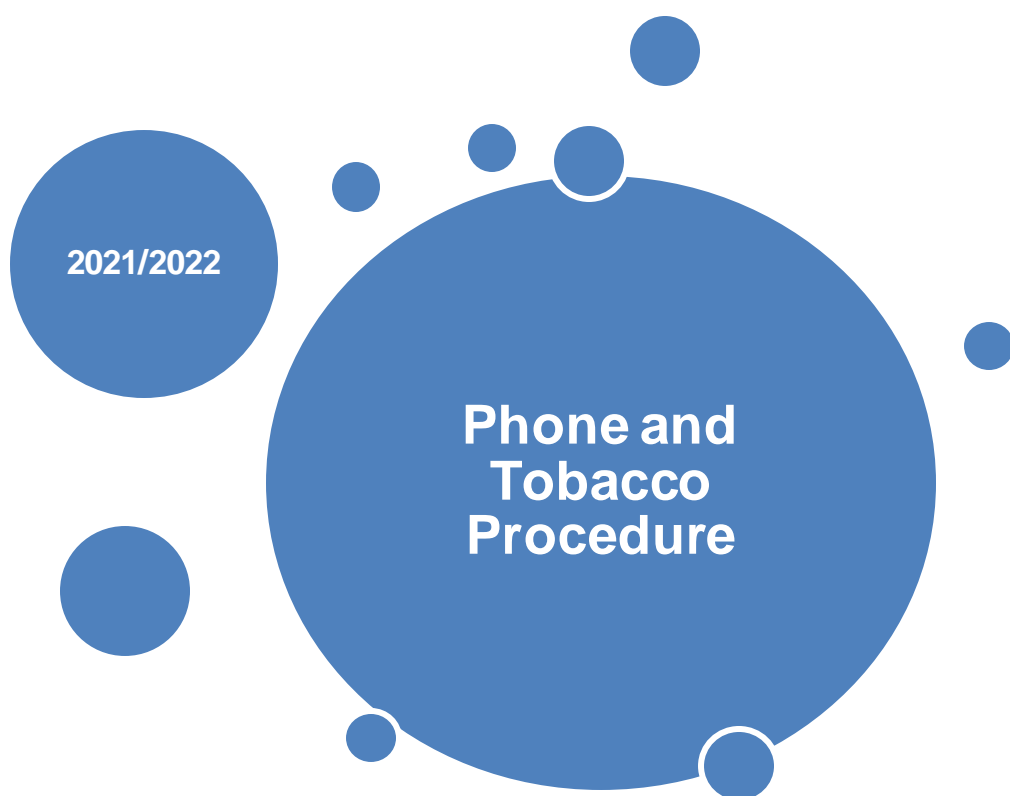


# The ContinU Plus Academy





## The ContinU Plus Academy Phone and Tobacco Procedure



Procedure for all staff discovering a student either smoking or being seen with

- Tobacco
- Any other smoking paraphernalia including loose tobacco, cigarettes, rolling papers, lighters
- Vapour/ electric Cigarettes
- Phones
- Any other transmitting devices during the school day.

All students will be given the opportunity to hand such items in at reception on entering the school building if they choose not to it will be recorded on the student property log as DHI (Didn't Hand In).

In the event a student is discovered smoking please complete the Phone/ tobacco form and gain SLT approval for the student to be removed from the school site, a signature from the member of SLT has to be present on the form for the admin team to progress with phone calls home. It is imperative that you give clear information on how the student was caught smoking with banned items and document when you **actually** witnessed this.

Please note in the circumstances column the reason for the student being sent home.

Examples of this maybe

- Positive sighting of student smoking
- Seen with cigarettes in hand (no positive sighting of smoking)
- Phone used
- Phone visual during lesson/ school hours
- Rolling cigarettes
- Seen with a lighter/ papers during school hours
- Other

The final decision should be left to SLT, as to whether it is practicable, safe and /or appropriate as to whether a student is sent home the office will then be fully informed so that once a member of SLT has signed this off, only then will a phone call home be made by the office.

A similar procedure can also be followed when reporting physical, verbal assault or abuse and other incidents that may require a student to be removed from school and a phone call home made.