

**Nurture ~ Believe ~ Discover ~ Achieve**

### Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم  
لمواجهة المستقبل

Anti Drug, Alcohol, Vaping and Smoking Policy 2025 - 2026

## 1. Purpose

This policy outlines Safa Community School's approach to preventing the possession, use, or distribution of drugs, smoking products, and vaping devices. It aligns with:

- UAE Federal Law on Narcotics and Psychotropic Substances (Decree Law 30/2021).
- Ministry of Education's *Guide to Drugs Prevention at School Environment (2021)*.
- **KHDA Anti-Vaping Guidance for Private Schools in Dubai (2025)**

The aim is to ensure a safe, healthy, and supportive learning environment for all students.

- Safeguard students' health and wellbeing.
- Maintain a safe, drug- and smoke-free learning environment.
- Raise awareness and instill positive values that reject drug, alcohol abuse and smoking.

## 2. Legal Frameworks in the UAE

- **Federal Decree Law No. 30 of 2021 (Combating Narcotics and Psychotropic Substances):** Prohibits possession, use, or distribution of illegal drugs; penalties range from imprisonment to deportation, with rehabilitation offered for first-time offenders.
- **Alcohol:** While alcohol use by adults is regulated in the UAE, for **minors and in schools it is absolutely prohibited**. Consumption, possession, or distribution by students is considered a violation of law and school rules.
- **Federal Law No. 14 of 1995** (as referenced in the *Guide*): Stipulates penalties for drug abuse, misuse of prescription medicines, and promotion of narcotics. Allows treatment instead of prosecution if voluntarily sought.
- **Tobacco Control Federal Law No. 15 of 2009:** Prohibits smoking in enclosed public places, regulates tobacco sales, and bans sales to minors. Schools must actively prevent tobacco and e-cigarette use.
- **Ministry of Education & National Program for Drug Prevention (SIRAJ):** Requires schools to implement preventive education, awareness activities, and early detection strategies.
- **Vaping is strictly prohibited for students and adults on school premises, transport, and during all school-related activities.**
- Vaping devices are classified as harmful products and treated as prohibited items within safeguarding and behaviour frameworks.

## 3. Scope of Policy

This policy applies to all:

- Students, staff, and visitors within the school site.
- School-organised activities, trips, and events.

Covers:

- **Illegal drugs** (narcotics and psychotropic substances).
- **Alcohol (any form, including non-traditional drinks such as energy drinks laced with alcohol).**
- **Tobacco products** (cigarettes, shisha, snus and smokeless tobacco).
- **Electronic cigarettes and vaping devices.**
- **Misuse of prescription and over-the-counter medications.**

### 3. Definitions

- **Illegal Drugs:** Narcotics and psychotropic substances as classified by UAE law (e.g., cannabis, heroin, cocaine, Captagon).
- **Alcohol** refers to any beverage or substance containing **ethyl alcohol (ethanol)** that, when consumed, causes intoxication and impairs judgment, behavior, and health.
- **Prescription Medication:** Legally prescribed by a licensed doctor; misuse is punishable by law.
- **Over-the-Counter Medication (OTC):** Medicines available without prescription, still requiring parental disclosure to the school nurse.
- **Tobacco Products:** Cigarettes, shisha, cigars, electronic cigarettes, vaping devices and smokeless tobacco (e.g., chewing tobacco,); all forms are prohibited on school premises by UAE law.
- **Vaping / E-cigarettes / ENDS:** Any electronic device that heats a liquid to produce aerosol for inhalation.
- **Prohibited Vaping Devices:** Refillable vapes, disposable vapes, pods, nicotine or non-nicotine liquids, shisha pens.

### 4. School's Stance

- **Zero Tolerance:** The possession, use, or distribution of illegal drugs, tobacco/vaping products, or the misuse of medication is strictly forbidden.
- **Prevention First:** Focus on education, raising awareness for all stakeholders within the school community, and implementing effective early intervention procedures.
- **Prescription & OTC Medicines:** Must be submitted to the school nurse with a doctor's note, and parents must sign the relevant DHA medical forms for administering medication during school hours. Misuse will be treated as a disciplinary and legal matter.
- Possession, use, purchase, supply, or distribution of vapes, vape liquids, cigarettes, shisha, tobacco, illegal drugs, or drug-related paraphernalia.
- Use of these items on the school site, school transport, and during school activities (trips, events, activities).
- During trips, events, competitions, extracurricular activities
- Visible anti-vaping signage will be installed in bathrooms, stairwells, and outdoor areas and checked during monthly facilities reviews.

## 5. Roles and Responsibilities

### School Leadership

- Ensure clear reporting procedures.
- Liaise with police, and/or the KHDA if applicable.
- Lead collaboration with the School Board on policy development, approval, and implementation, ensuring alignment with legal/regulatory requirements and school strategy.
- Maintain a standing process to brief the Board on serious incidents, safeguarding matters, and material risks, including timely notification, documented actions, and follow-up reporting.
- Ensure staff receive the appropriate training in regards to drugs and smoking/vaping awareness. Provide training on early intervention mechanisms for drug prevention for teachers and administrative staff.
- Organise awareness workshops for staff, students and parents on the dangers of drugs, smoking, vaping, the use of illegal substances and the misuse of medication.
- Maintain compliance with all UAE federal laws and policies related to drugs, tobacco, electronic smoking devices, and medication, by ensuring that these regulations are consistently implemented across the school and that they are embedded within all relevant policies.
- Ensure alignment with KHDA Anti-Vaping Guidance and document compliance.
- Oversee cross-team collaboration between safeguarding, counselling, wellbeing and medical staff

### Staff

- Act as role models (smoke- and drug-free).
- Remain vigilant for behavioural, physical and environmental indicators of vaping and drug use.
- Provide prevention education through curriculum and activities in line with school policy.
- Attend annual training to identify early signs of vaping and respond appropriately.

### Parents

- Monitor children's behavior, friendships, and online exposure.
- Participate in mandatory multilingual parent workshops on vaping risks.
- Collaborate with school in prevention and intervention efforts.
- Reinforce at home the dangers of **drugs, alcohol, vaping and smoking**.

### Students

- Refrain from using or possessing drugs, tobacco, or vaping products.
- Follow school rules and UAE law.

- Report concerns about drug, smoking or vaping incidents through anonymous reporting channels.

## 6. Procedures for Handling Incidents

The school will follow clear and consistent procedures to address any suspicion or discovery regarding the use or possession of drugs, tobacco, or other prohibited substances. All actions will prioritise student safety, comply with UAE federal law, and uphold the school's safeguarding responsibilities.

1. **Suspicion/Discovery:** Report immediately to Principal and/or Vice Principal
2. **Investigation:** Conducted confidentially with respect for student rights and in alignment with the school's Child Protection and Safeguarding protocols and procedures.
3. **Confiscation**
  - Any prohibited items (drugs, alcohol, tobacco, e-cigarettes/vapes, or misused medication) will be **confiscated immediately**.
  - Confiscated **illegal substances (drugs/alcohol)** will be handed to the relevant UAE authorities in accordance with law.
  - Confiscated **tobacco/vaping items** may be disposed of by the school and parents will be informed.
4. **Parental Notification:** Parents will be informed immediately.
5. **Authority Notification:** If illegal substances are involved, the case will be reported to UAE authorities immediately (in compliance with Federal Law). Vaping-related incidents → recorded and submitted to KHDA via Safeguarding Channel once activated.
6. **Consequences:** The school must apply a graduated response model. This may include suspension, expulsion, and/or referral to rehabilitation, in line with UAE legal provisions.

Depending on the **nature and severity of the incident**, the School Board will be informed at appropriate stages throughout the process.

- **Immediate notification** will be given to the Board Chair (and relevant Committee) for urgent matters such as safeguarding, health and safety, serious misconduct, or reputational/financial risks.
- **Progress updates** will be shared if the incident develops over time, ensuring the Board remains aware of actions taken, agency involvement, and emerging risks.
- **Final summary and outcome** will be documented and tabled at the next scheduled Board meeting, including lessons learned and any policy or procedural implications.

This ensures the Board is both promptly informed and fully briefed, without delay in decision-making or oversight.

### 6.1 Dealing with users/suspected users.

## 1. Identification of Concerns

Any staff member observing indicators of drug use (behavioural, physical, psychological) must:

1. Document observations factually (time, place, what was seen/heard).
2. Report concerns immediately to the **Designated Safeguarding Lead (DSL)**.
3. Avoid direct accusations; handle the matter sensitively.

## 2. Initial Response

- DSL arranges a **confidential meeting** with the student, with a counsellor or appropriate senior staff present.
- The approach must be supportive and non-accusatory.
- If necessary, parents/guardians are invited to attend.

## 3. Risk Assessment & Support

- DSL and counsellor assess the level of risk (low, medium, high).
- A **Student Support Plan** is developed, which may include:
  - Counselling and mentoring.
  - Regular monitoring.
  - Medical referral (if required).
  - Family involvement and guidance.

## 4. Reporting to Authorities

- If evidence suggests confirmed drug use, possession, or distribution, the DSL must escalate the case to the **Principal**.
- The Principal ensures compliance with regulatory requirements:
  - **KHDA**
  - **Police / Ministry of Interior authorities**, if mandated.
- All reports must be completed within the required timeframe (typically within 24 hours for serious cases).

## 5. Disciplinary Measures

- Disciplinary action is proportionate to the offence and aligned with the school's Code of Conduct.
- Options include warnings, suspension, or expulsion, depending on severity.
- **Rehabilitation opportunities** (e.g., counselling, referral to specialised centres) should accompany disciplinary actions wherever possible.

## 6. Follow-Up & Monitoring

- The DSL and counsellor monitor the student's progress through regular meetings and reviews.
- Documentation of progress, parental involvement, and compliance with the support plan must be maintained.
- Adjustments to the plan are made as needed.

## 7. Confidentiality & Record Keeping

- All records are stored securely and accessible only to authorised personnel via Edukey.
- Disclosure of information is limited to those directly involved in the safeguarding process or legally entitled authorities.

## 8. Policy Review

- The protocol is reviewed annually by the **Senior Leadership Team**.
- Lessons learned from cases are integrated into policy updates and staff training.

## 9. Roles & Responsibilities

- **All staff:** Observe, document, and report concerns immediately.
- **DSL:** Lead safeguarding response, conduct assessments, liaise with Principal and authorities.
- **Principal:** Ensure compliance with UAE law, make final disciplinary decisions, report to external authorities.
- **Counsellor / School Nurse:** Provide support, monitor wellbeing, and coordinate interventions.
- **Parents/Guardians:** Support rehabilitation efforts, attend meetings, and reinforce expectations at home.

## 7. Prevention and Education

Safa Community School is committed to a proactive approach that prioritises prevention through education, awareness, and early intervention. By fostering strong partnerships with local authorities, embedding life skills within the curriculum, and equipping staff with the necessary training, the school ensures students are informed, protected, and supported in making positive choices.

- Awareness activities in partnership with authorities, covering harms, laws, and protective behaviors
- Curriculum integration of life skills: decision-making, coping with stress, and resisting peer pressure.
- Teacher and counselor training to recognise and address early warning signs.

## KHDA Preventive Education Framework - Phase 3 and 4

- Integrate vaping education into curriculum (science, health, wellbeing).
- Deliver at least one annual workshop addressing cultural/social influences.
- Include vaping awareness in minimum two wellbeing/safeguarding sessions per year.

### **7.1 Student Engagement**

- Train student ambassadors to lead anti-vaping campaigns.
- Host a minimum of two student-led awareness events per year.
- Document all student council initiatives addressing vaping.

### **7.2 Parental Engagement**

- Provide two multilingual workshops per year.
- Send regular communications (monthly newsletters/SMS/digital guidance).
- Provide resources for early identification and home-school communication strategies.

## **8. Confidentiality and Support**

The school recognises that addressing substance-related concerns requires both compliance with legal obligations and a commitment to student care. All matters will be managed with discretion, prioritising student wellbeing, child protection, and safeguarding.

- A confidential anonymous reporting system for any Drug, Alcohol, Vaping and Smoking concerns.
- Robust pastoral and wellbeing support.
- The school will comply with all reporting requirements while also providing pastoral support and counseling to affected students.
- The school will ensure that necessary guidance is given to support the reintegration of recovering students into school and community life.
- Where necessary, the school will refer students to UAE-approved rehabilitation centers (e.g., National Rehabilitation Center in Abu Dhabi, Erada Center in Dubai).

## **9. Data and Compliance**

- Maintain accurate records of all incidents.
- Submit reports to KHDA when required.
- Analyse data termly and adapt strategies.
- Prepare for KHDA compliance checks (policy alignment, evidence of implementation).
- Regularly update leadership/governance on findings.

## **10. Review**

This policy will be reviewed annually to ensure alignment with updates to **UAE legislation** and the **Ministry of Education's and KHDA prevention programmes**.

## **11. Other Policies**



- Child Protection and Safeguarding Policy
- Pastoral Care and Behaviour Policy - Primary and Secondary
- Confidentiality Policy
- Whistle Blowing Policy
- Staff Code of Conduct
- Student Code of Conduct