



Alcohol & Substance Misuse Policy

Audience	STUDENT
Requirement	HIGHLY RECOMMENDED
Policy Owner	DoSE
1st Delegation	SLT
Last Delegation	TSCQ
Review Cycle	Every 2 years
Last Review	May 20
Due for Review	May 22

Introduction

The College has a duty of care for the education, safety and wellbeing of its students and users of its facilities. It is committed to providing a safe and healthy environment and recognizes that this may be compromised by those who misuse alcohol, drugs and other substances to an extent that it affects their health, performance or conduct. It will therefore, act as appropriate to safeguard the wellbeing of members of the College Community.

The recognition and handling of substance misuse as far as it affects work performance of students is part of the College's Health and Safety Policy and it is the duty of managers and staff to implement the agreed procedures.

Possession and/or supply must be proven beyond all reasonable doubt and, therefore, each incident must be carefully assessed and evaluated its own merits.

The policy will apply to all students involved in any College activities, whether on or off site.

Definitions

Substance In the context of this policy, substance will include:

- drugs defined as 'controlled' within the terms of the Drugs Act, 2005
- all types of alcoholic beverage
- others dangerous substances such as glue, legal highs, or legal substances that are used in a dangerous way.

Misuse In the context of this policy, "misuse" will include:

- the use,
- possession,
- supply of substances (or associated equipment) in breach of the policy.

Incident Management Procedures

Dealing with reports of substance or alcohol abuse

The College views very seriously the practice of dealing or supplying drugs or other substances and in such circumstances **the Police will be notified in** every case, via submission of a CPI form, 101 call and in extreme situations through contacting 999.

In cases of misuse identified by or reported to staff, the matter must be immediately referred to the Director of Student Experience, (henceforth known as DoSE) or in their absence to a member of the Senior Leadership team, the Senior Leadership team will then assess the situation and deem the most appropriate action to take, this could include, suspending the student (pending an investigation as per the student behaviour management policy), searching the student, contacting the parents/guardians and or the Police. The Senior Leadership team has the right to devolve investigation, to the following staff members:

1. The Health and Well-Being Coordinator and Deputy Designated Safeguarding Lead
2. Directors of Faculty

Powers of Search

The Education Act 2011 and DfE publication, '**Searching, screening and confiscation 2018**, give schools and colleges the power to search students, without their consent for any **prohibited items**. Colleges may therefore carry out a search where there are reasonable grounds to suspect a student is in possession of prohibited items which may be illegal or pose a threat to safety, or which may cause

disorder (e.g. illegal drugs or alcohol).

Prohibited items are classified in the following categories:

- knives or weapons
- alcohol

- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the pupil).

The College deploys its powers of search to the following staff members:

- Senior Leadership Team
- Directors of Faculty
- The Health and Well-being Coordinator and Deputy Designated Safeguarding Lead
- Estates Team, who should be accompanied by a staff member listed in the first three categories.

Where possible, it is advisable for the member of staff to gain the co-operation consent of the student. This can usually be obtained by seeking their permission before starting a search. Such searches would usually involve emptying pockets or having bags searched by designated staff who are appropriately training. Staff are not permitted to carry out full body searches or ask the student to remove anything but outer clothing garments. There must be **at least two members of staff** present during the search and one must be the same sex as the student. **If a student does not consent to be searched the College can still expect the search to go ahead, if they deem the items the student is suspected of carrying fall into the prohibited categories. However, if the search is going to result in a conflict situation that poses risk to staff and/or student, the staff member may deem it appropriate to suspend the student on the grounds of refusal. Refusal of a search will be viewed very negatively in the investigation and subsequent sanction as per the student behaviour management policy.**

Principles underpinning the procedure:

In all cases, there will be:

1. A preliminary investigation into any incidents reported
2. A referral of incidents onwards when decided it is appropriate to do so
3. Record keeping of reported incidents and outcomes
4. Confidentiality as appropriate

In support of the policy, the College will:

1. Publish this policy on the College website.
2. Provide information to all students on the dangers of substance misuse.
3. Provide help, assistance and support to those expressing a concern about substance misuse and encourage individuals with such concerns to seek help and support referrals to appropriate external agencies.
4. Liaise with the police to provide and collate local intelligence about drug supply and known offenders.
5. Provide clear procedures and support for students to follow when faced with substance misuse by others

Substance Misuse Support

Substance misuse prevention is everyone's responsibility and all staff have a part in the care of those who may have a substance misuse problem. Access to support is available through the health and Well-being team, who work closely with external agencies such as Catch 22 to support

students with substance misuse. It is important that reference to the policy and support that is available is made in student handbooks and during induction procedures.

Training and Development

Training will be available to assist staff in recognising the signs of substance misuse, and in providing support for students identified as having a problem.

Other relevant policies

Health and Safety Policy
Student Behaviour Management Policy

Further guidance can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf