



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 22
Due for Review	May 24

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 recognises 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 possession onsite of drugs and/or alcohol or any substance with intention to misuse and/or supply is strictly forbidden. Possession of paraphernalia with drugs abuse is also forbidden.

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.
- ✦ All legal drugs, including alcohol, volatile substances which can be inhaled and alkyl nitrites ("poppers"); all over the counter medicines and prescribed medicines used or offered for supply in a manner other than as prescribed.
- ✦ The Psychoactive Substances Act 2016 came into force in May 2016. Under the legislation it is an offence to: - Produce - Supply - Offer to supply - Possess with the intent to supply - Possess in a prison - Import or export psychoactive substances.

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

- ✦ the use,
- ✦ possession, whether holding for someone else or own drugs
- ✦ supply of substances (or associated equipment) in breach of the policy.

The College is committed to the following:

1. A zero tolerance policy on the use and possession of drugs and psychoactive substances, alcohol or related equipment
2. Preventing the supply and use of controlled drugs and psychoactive substances, or alcohol, on the College campus or during any College activity both on and off site
3. Raising awareness of the consequence of substance misuse
4. Providing opportunities for student to discuss drug-related psychoactive substances or alcohol problems, in an atmosphere of trust and sympathetic support, and to enlisting the help of expert guidance as appropriate
5. Working close with other institutions and agencies to address the problems of drug, psychoactive substances or alcohol misuse through a communitywide partnership.
6. Providing advice and support to those students wishing to seek help with a Drugs, alcohol or psychoactive substances problem, but who have not been caught in possession of drugs, psychoactive substances or related equipment, without fear of automatic disciplinary procedures.
7. Providing help and support for any student who has been disciplined regardless of whether disciplinary proceedings result in withdrawal from College.

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, 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),
- immediately searching the student.
- contacting the parents/guardians and or the Police.
- Ask the student if they would be willing to undertake a drug swab test.

The Senior Leadership team has the right to devolve investigation, to the following staff members:

1. The Safeguarding and Wellbeing manager
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
- Safeguarding and wellbeing manager
- 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 or drugs swab test be viewed 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.

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

