

USE OF LEGAL & ILLEGAL SUBSTANCES POLICY (STUDENTS)

Policy Statement

The College believes that the misuse of drugs (legal highs or illegal) is detrimental to the health and well-being of individuals and adversely affects the safe and efficient working of the College, its students and staff.

The College accepts its legal responsibility under the Misuse of Drugs Act 1971 and will not tolerate the use or supply of any illegal drugs, or the misuse of alcohol or volatile substances on its premises. The College will put in place appropriate preventative strategies and instigate disciplinary procedures where this is breached.

Definitions

For the purposes of this policy, the term 'Drugs' refers to all controlled drugs listed under the Misuse of Drugs Act 1971 along with the Psychoactive Substances Act 2016.

Strategy

To achieve this we will:

- Ensure that all staff are aware of their responsibilities
- Provide information about alcohol and drugs
- Produce clear guidelines for staff to follow if they suspect intoxication
- Refer any student appropriately to the support services

Operational Outcomes

As a result of this strategy:

- All staff will be aware of and familiar with alcohol and drugs guidelines
- Clear procedures will be followed for taking disciplinary action with learners
- Information and sources of support will be made available to students through the Student Experience team

Responsibility for Implementation:

All staff have a responsibility for taking action if they observe and/or are told about substance misuse/intoxication.

Review Number	1	2	3	4	5	6	7	8	9
Date	February 2017	December 2018							

Monitoring Review and Evaluation

The implementation and effectiveness of this policy will be monitored, reviewed and evaluated on an annual basis through:

- Tracking and reporting of complaints received
- Feedback through the Student Voice and other Student Voice feedback systems

ALCOHOL & DRUGS MISUSE GUIDANCE PROCEDURES (STUDENTS)

City of Stoke-on-Trent Sixth Form College treats the misuse of any substances, including alcohol, illegal drugs, legal/herbal highs, over the counter and prescribed medicine and volatile substances seriously.

The possession onsite of illegal substances or any substance with intention to misuse is strictly forbidden. Possession of any paraphernalia associated with substance abuse is also forbidden. The College will take disciplinary action where rules have been breached, and will report incidents to the police where appropriate.

The College recognises the difference between casual use and dependency and will educate, support and take any behaviour action accordingly.

Guidance for Staff

If a student informs a member of staff of a personal substance misuse dependency or of a friend or relative's problems, they should be referred to Student Services for confidential support. If the student does not wish to access support through the College, then the member of staff can access information about external services and advice on how to work with the student through the Student Services team.

Cases where a student informs a member of staff that a caregivers' substance misuse problems are having a significant impact on them or another child or a vulnerable adults' wellbeing, should be referred immediately to a member of the Safeguarding team.

Where a student is experimenting or casually using/ misusing substances, information and advice on health and legal matters can be accessed through the Student Services team. In situations where substance misuse appears to be commonplace among a group of students a tutorial session may be arranged for the group.

Discovery of Drugs on College Premises – Guidance for Staff

When drugs are located on College premises the member of staff that makes the discovery should make no attempt to move the drugs without a second adult witness being present.

The Assistant Principal - Student Services should be contacted who will arrange for the removal and storage in the College safe until such time as it can be handed to a person who is legally able to take custody of it.

In situations where a very small amount of drugs has been discovered, the Assistant Principal – Student Services may authorise its safe disposal without contacting the police.

Suspicious Activity

Any concern of the suspicious activity should be immediately reported to Student Services team who will investigate the concern.

Alcohol

Alcohol consumption by students is not allowed. Consumption of alcohol by staff only at social events held at college with Principals approval.

Intoxication

All incidents of intoxication should be reported to the Safeguarding Team who, where necessary, will arrange support, disciplinary action and searches of the individual.

In situations where a student is or appears to be intoxicated they will not be allowed to engage in learning activities or have the use of College facilities.

Where a student is intoxicated the priority is their personal safety and that of others. When they are deemed to be unable to take care of themselves they should, where possible, be escorted to Student Services or a quiet area until they are deemed safe enough to go home or be collected by an appropriate adult.

Searches

It is lawful to search students where there are reasonable grounds to suspect a student is in possession of items which may be illegal or pose a threat to safety or may cause disorder. Such searches would usually involve emptying pockets or having bags searched by designated staff who are appropriately trained. There should be two members of staff present, both of whom should be the same sex as the student.

Medicine

Where a student is required to carry and take medication whilst on site, the College recommends that only enough medication for the day is brought with them.

The College will confiscate medication where it believes the student carrying the medication intends to use it to cause significant harm to themselves or others.

Where it appears that medicine is being sold illegally the College will contact the police and the student will be suspended under gross misconduct.

Educational Visits

If an incident of being in possession or being under the influence occurs whilst being on a College educational visit, the student's parents will be contacted and asked to collect the student. Where this is not possible the incident should be dealt with on return to College. The Assistant Principal – Student Services should be informed immediately via the Safeguarding phone – 07400 887220.

EQUALITY IMPACT ASSESSMENT

Date of assessment:	
---------------------	--

Assessed by:	
--------------	--

Who is affected by or associated with the policy?

For example, who are the main users of the policy, who are the 'stakeholders'? (students, potential students, staff, visitors, general public, etc)

Is there anything to suggest that this policy (intentionally or unintentionally) does/could have an adverse effect on any of the 9 protected characteristics as stated below?

Characteristic	Yes	No
Age		
Disability		
Gender Re-assignment		
Marriage or Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		

If you have answered 'Yes' to any of the above please explain in the box below

Could the policy be modified to make a positive contribution to equality of opportunity for one or more of the protected characteristics?

For example, consider: Do different groups have different needs in relation to the policy? Is the impact of the policy different on different groups? Are different groups more or less satisfied with the policy?

Characteristic	Yes	No
Age		
Disability		
Gender Re-assignment		
Marriage or Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		

If you have answered 'Yes' to any elements in this assessment, please complete the action plan below.

EQUALITY IMPACT ASSESSMENT - ACTION PLAN

Are there any points to note or modifications/ actions that are needed to be taken by the person/group responsible for the policy?

Yes	No

Suggested Action – modification or note	Person responsible for action	Date for action and/or resubmission