



# INTERNAL PROCEDURE

**Title: Alcohol and Drug misuse procedure**

**POLICY HOLDER:** Assistant Principal Student Services  
**SMT OWNER:** Deputy Principal  
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**Accessibility:** If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

**Further information:** If you have any queries about this policy or procedure, please contact the named policy holder or the College's marketing team on 01603 773 169.



## Amendments log

Revision no	Reason for Revision	Amendments originated by	Approved by
1	Annual update: March 12	Sam Floyd	Helen R-H
2	Annual update: March 13	Jock Downie	Helen R-H
3	Annual update: March 14	AMT	Helen R-H
4	Annual update: July 15	Jock Downie	Helen R-H
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6	Annual update: August 18 and Feb 19 by Jacky Sturman, HRH	Jock Downie	Helen R-H
7	Annual update: August 19 Mid-Year – amendment of Appendix 1: March 20	Alex Wallace	Helen R-H
8	Annual update: September 20 Amendment of Appendix 1	Alex Wallace	Helen R-H
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# Alcohol and Drugs

## Procedure & Guidance for staff

### 1.0 INTRODUCTION

The College treats the misuse of any substance, including alcohol, illegal drugs, legal/herbal highs, volatile substances, over the counter and prescribed medicine seriously. Anyone under the influence of substance misuse whilst attending College will be dealt with according to the drugs and alcohol procedure.

The possession of illegal substances, or any substance including legal highs (New Psychoactive Substances), with intention to misuse, is strictly forbidden. Possession of paraphernalia for the use of substance abuse is also forbidden. The College will take disciplinary action where rules have been breached, and will report all incidents of this nature to the Police.

### 1.1 County Lines

Where we believe there is a County Lines link to any drug related activity or incident, we will work with external partners including the Police, the C.A.D.S. team and any other statutory partners that we need to. We will always report cases as well as intelligence. The Executive Management Team will review any drug related incident on a weekly basis, to look for any identifiable patterns and implement remedial action.

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

Access will be provided to skilled and supportive advice and information on any form of substance misuse to ensure that all students receive accurate information to provide a safe learning and working environment for all students and staff.

The College is committed to keeping itself up to date with issues (both national and local), by maintaining good relationships with the NHS, Police, Children's and Adults Services and national and local drug agencies and support groups.

### 2.0 PROCEDURE

#### 2.1 Designated Staff Members

Each College Curriculum Area, as well as Paston, Student Services, Norfolk Educational Services (NES) and Safeguarding have a designated staff member<sup>1</sup> for dealing with drug and alcohol related incidences. To co-ordinate a cross-college approach, the designated persons will meet each term (or after any major issue) to discuss arising issues and produce a report to the Director of Student Services. These meetings are convened by the Wellbeing Team Leader.

All staff have access to a designated person with specialist training and experience (on approaching and dealing with drug and alcohol related matters) to help support them should the need arise. The appropriate training is organised by the CPD team on an annual basis.

Staff should contact their link designated person for drug and alcohol related matters where they have a concern<sup>2</sup>.

#### 2.2 Searching Students

In the event that a student and/or their property require searching, Campus Services and the Drug and Alcohol lead for that student's curriculum area should be called. Notification must be given beforehand to the Duty Principal who is responsible for making sure the student knows why the search is taking place. Campus Services

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<sup>1</sup> See Appendix 1

<sup>2</sup> See Appendix 1

and/ or the Duty Principal must be present to conduct the search. Refer to the Searching Students procedure for further guidance.

### **2.3 Disciplinary action**

All incidents where a student is found to be in possession of an illegal drug or under the influence of a banned substance whilst on site will be dealt with by disciplinary action initiated by the relevant head of Area or Delivery Manager and the Police will be informed.

All incidents of supplying or dealing an illegal or banned substance will be dealt with as a matter of "Gross Misconduct."

### **2.4 External Misuse – Guidance for staff**

Where a staff member is informed that a student has been misusing substances off-site and are not intending on returning until after they may be sober, the staff member should consider approaching the relevant student upon their return to college to openly discuss the information and consider completing a Wellbeing Triage Form with the student for additional support. Where there is a safeguarding risk the first staff member to receive the information should complete a Safeguarding referral.

### **2.5 Students confiding in members of staff about Drugs and Alcohol**

If a student informs a member of staff of their personal substance misuse dependency or that of a friend or relative, they should be referred to the Wellbeing team 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 via the Wellbeing team.

### **2.6 Parents and carers misuse of drugs**

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

Where a student is experimenting or casually using/ misusing substances, information and advice on health and legal matters can be accessed through the Wellbeing team. In situations where substance misuse appears to be commonplace among a group of students, a member of the Wellbeing team should be contacted to arrange an information session.

### **2.7 Students reporting concerns about staff**

If a student gives you information about a member of staff's substance misuse it should be reported confidentially, directly to the Principal.

### **2.8 Discovery of Drugs on College Premises – Guidance for Staff**

When drugs (including New Psychoactive Substances) are located on College premises, the member of staff that makes the discovery should make no attempt to move the drugs without a second staff member witness being present.

A member of the Estates and Facilities Team should also be contacted to oversee the removal, storage and legal disposal of the substance.

## **2.9 Contacting the Police and Parent/ Carers**

In situations where a very small amount of drugs are discovered, the Duty Principal may authorise its safe disposal. The Police and the Student's parents/ carers (where they are under the age of 18) will always be contacted.

## **2.10 Suspicious Activity – Reporting to the Duty Principal**

Any concern of suspicious activity should be immediately reported to the Duty Principal, who will investigate the concern. All concerns raised should also be brought to the attention of the relevant designated member of staff who is trained to deal with issues relating to drugs and alcohol.

## **2.11 Alcohol**

Alcohol consumption by students or staff, over the legal drinking age, is not allowed where their use poses a risk to the individuals who have taken them or where their use is a risk to others, or at times and places they are forbidden.

## **2.12 Smoking**

The smoking of tobacco is permitted only in designated areas by students over the legal smoking age. All staff are expected to challenge anyone who appears to be under the legal age for smoking. Any student aged 14-16 and found smoking, should be reported to the 14-16 Aspire Head of Area. Staff should challenge a student smoking if they think they are under 16 years old and report their concerns to the 14-16 team.

Under no circumstances should a member of staff provide a lighter, cigarettes or any paraphernalia relating to smoking to a student. The College does not endorse smoking amongst students but recognises that providing students with a safe location to smoke reduces the risk of them being harmed by going off campus and crossing or smoking alongside a busy road. Smoking cessation advice and guidance is provided to students through the Wellbeing service.

The College recognises the increase in popularity of E-Cigarettes / Vapes in helping students and staff cease smoking. Those staff and students using E-Cigarettes / vapes are not required to use smoking shelters but can use them in any outside area where the use does not bother other staff, students and visitors. The use of E-Cigarettes / Vapes anywhere in the College buildings is strictly forbidden.

## **2.13 Intoxication - when we think students are under the influence of Drugs and/or Alcohol**

All incidents of intoxication should be reported to the relevant linked designated person for drugs and alcohol who, where necessary, will arrange support, disciplinary action and a search 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. The Head of Area will be informed to follow up on any actions necessary.

## **2.14 Informing the Police about intoxication**

Where through intoxication a student's behaviour is posing a risk to others or College property, the Duty Principal should be immediately called. The Police will be informed by way of an intelligence report where we think a crime is likely to be committed. E.g. Drink driving.

Where a student is intoxicated the priority is their personal safety. When they are deemed to be unable to take care of themselves they should, where possible, be escorted to the Nurse's room or a quiet area until they are deemed safe enough to go home or be collected by a parent or carer. If the student is under the age of 18, The designated Drug and Alcohol Lead for the students curriculum area will co-ordinate the informing of parents / carers and arrange any necessary transport.

Where the intoxicated student is a 14-16 student, the 14-16 Aspire Team should be contacted, who will contact the student's school and parent/ carer as necessary.

### **2.15 Transporting a Student Home**

If it is deemed that a student should be sent home then the procedure for dealing with "Unwell Students" should be followed. There is detail about this in the flow diagram in Appendix 02 v5.

If it is deemed that a student should be sent to hospital then the procedure for "Referrals to Hospitals" should be followed.

If the decision is to send a student home where the student is under 18, we will always contact the parents/ carers to ensure safety; best practice is for the parents/ carers to come and collect the student.

### **2.16 Searches**

The College reserves the right to conduct searches of students and classrooms where required or if there is suspected possession of drugs and/or alcohol. The College also reserves the right, from time to time, in cooperation with the Police to invite a drugs dog onto the premises for an out of hours search.

The Facilities and Estates team and contracted cleaning staff have a particular duty to be vigilant in checking drug "hides" and "stashes" and will receive appropriate relevant training.

### **2.17 Medicine**

Where a student requires 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.

### **2.18 Trips**

If an incident of being in possession (or being under the influence) of drugs and/or alcohol occurs whilst being on a College trip or excursion, the student's parents/ carers will be contacted and asked to collect the student.

Where this is not possible the incident should be dealt with on return to the College. Advice for staff on situations where a return to the College is not possible can be sought from the Duty Principal.

## Appendix 01

### Designated Persons for Drugs and Alcohol

Adult Education including Access to HE and ESOL	Liz Wilkins
A-Levels (Paston)	Rebecca, Davison, Michael Fenton, Rachel Martell
A-Levels (Norwich)	Rebecca, Davison, Michael Fenton, Rachel Martell
Apprenticeships	Rebecca, Davison, Michael Fenton, Rachel Martell
Animal and Equine	Rebecca, Davison, Michael Fenton, Rachel Martell
Aspire, 14-16, 16+, ESOL 16-18 & Academic Progression	Rebecca, Davison, Michael Fenton, Rachel Martell
Construction	Rebecca, Davison, Michael Fenton, Rachel Martell
Creative, Performing and Production Arts	Rebecca, Davison, Michael Fenton, Rachel Martell
Engineering	Rebecca, Davison, Michael Fenton, Rachel Martell
English and Maths (GCSE)	Rebecca, Davison, Michael Fenton, Rachel Martell
Hair & Beauty, Hospitality, Travel & Tourism	Rebecca, Davison, Michael Fenton, Rachel Martell
HE	Sam Ratcliffe
Health, Social Care and Childcare	Rebecca, Davison, Michael Fenton, Rachel Martell
Inclusive Learning and MINT	Rebecca, Davison, Michael Fenton, Rachel Martell
Media, Business and Digital	Rebecca, Davison, Michael Fenton, Rachel Martell
Nurse	Sarah Bluett
Easton	Julia Bates Sam Warner
Paston	Jacky Sturman Caz Peek
Safeguarding	Marie Pacey
NES	James Ross
Student Services	Alex Wallace



