



## **Drugs, Substance and Alcohol Abuse Policy**

### **Policy description:**

The College aims to enable students to fulfil their potential within a stimulating and supportive environment. The College is committed to developing the processes involved in supporting students from pre-entry to progression, and to create an environment that is sensitive to the needs of all students.

This policy is intended to help ensure that Craven College is consistent in the way it tackles instances of alcohol and substance abuse. This includes consistency in terms of its legal obligations, support for staff and students and internal procedures. The policy applies to all students, staff and visitors.

The College will comply with the relevant legislations:-

The Misuse of Drugs Act 1971  
Health and Safety at Work Act 1974  
The Children Act 1994

This will promote a culture where substance and alcohol misuse is not tolerated and where the College works collaboratively with the Police and other local groups.

### **Supporting documentation:**

- Compass Reach Screening and Referral Tool

### **Links to other policies:**

- *Safeguarding Children and Vulnerable Adults Policy*
- *Searching and Confiscation Policy*
- *Staff Code of Conduct*
- *Staff Disciplinary and Dismissal Procedures*
- *Student Disciplinary Policy and Procedures*

## Contents

### 1. Executive Summary

The College is committed in providing a safe and healthy work environment and safeguarding all students and staff against the damaging effects of substance or alcohol abuse. The College Drugs, Substance and Alcohol Abuse policy applies to all staff, students and visitors. The policy provides a consistent approach to addressing instances of drugs abuse, support for both students and staff, and outlines the procedures to follow in the event of suspicion of misuse, supplying or bringing drugs on to the College premises.

### 2. Context

In the context of this policy and procedure a drug is any substance that affects the way in which the body functions physically, emotionally or mentally and includes tobacco, alcohol, solvents, over-the-counter and prescribed medicines, as well as other legal and illegal substances. A summary of the legal framework is given at Annex A ~ Drugs, Offences & Penalties.

2.1. This Drugs, Substance and Alcohol Abuse Policy is intended to:

- Ensure the College has an appropriate learning environment which protects students, their families, the College and its staff from the damaging effects of substance or alcohol misuse
- Provide a healthy and safe working environment
- Assist the College to meet its aims and objectives to safeguard its students and general commitment to health and safety of students and the local community
- Raise awareness of the issues relating to misuse of these substances
- Ensure an appropriate response should anyone be found to be in possession of drugs on the premises

2.2. This Policy recognises that the College has legal duties and responsibilities and does not condone the use of illegal drugs but takes the view that as an educational establishment our aim is, if possible, to support and help students and staff.

2.3 Craven College is committed to providing appropriate support services and information for its students and staff in relation to drugs and alcohol misuse, in an effort to maintain a safe working environment .

2.4 All staff and students of the College should have access to information and training so that they can fully understand the implications of drug and alcohol misuse so make informed, responsible and healthy choices. A programme of drug and alcohol education awareness will underpin this policy document.

### 3. The policy and Procedure

It is the responsibility of the Principal to ensure that all reasonable steps are taken to ensure the health, safety and wellbeing of staff and students in the college:

- 3.1. If a student or member of staff suspects a student or a member of staff of either:
- substance misuse on or off college premises or
  - supplying or bringing illegal substances on college premises

The student / staff member should take the following action:

Discuss their concerns with the Head of School or Student Support Services Manager who will interview the student / staff member concerned as soon as possible, and make a record of the investigation and recommended action (see section 3.8). The student / staff member should sign the written statement. Members of staff have a duty to report all suspected breaches of this policy.

3.2. Following the investigation one or more of the following actions may be recommended:

- no further action
- involvement of parents/carers
- The Head of School decides to instigate a formal hearing. The formal hearing rests with the Vice Principal Curriculum and Quality, in line with the Student Disciplinary or Staff Disciplinary and Dismissal Procedures which could lead to disciplinary action including dismissal / exclusion
- Students may be suspended by the Vice Principal Curriculum and Quality or the Head of School if delegated, who may recommend the student's expulsion, pending a formal disciplinary hearing, if this is felt to be appropriate, in line with the Student Disciplinary Policy
- involvement of Student Counsellor for help/support and follow-up care
- involvement of specialist organisation e.g. COMPASS (See appendix B for information)

3.3. The Student Support Services Manager (for students) and the Director of Human Resources (for staff) will support the investigation and follow up process.

3.4. The college regards serious incapability and / or misconduct of staff as a result of being intoxicated by reason of alcohol or illegal drugs as grounds for summary dismissal.

3.5. In most instances, where illegal substances are supplied or brought on to College premises, the Principal / Vice Principal Curriculum and Quality will be contacted and the police will be informed (which may result in a prosecution), especially if it is believed that students and staff are at serious risk

3.6. If the police have to be summoned to an incident, appropriate college staff should manage the individual(s) concerned until the police arrive, without putting themselves at any risk. Appropriate staff should be available to greet and brief police upon their arrival. The police will then take charge of the situation and undertake a drugs search where necessary.

3.7. If the suspect is a student who is under 18, parents / carer must be informed of the situation.

3.8. A record of the incident should be kept and contain the following:

- a) Name, date of birth, course, sex and ethnicity of the student / staff
- b) Grounds of suspicion to include description of ANY substance / equipment involved
- c) Time and place of incident
- d) Student / Individual response and how staff managed the situation
- e) Outcomes and follow up actions
- f)

3.9. **OTHER PERSONS FOUND TO BE INVOLVED IN THE SELLING OF ILLEGAL SUBSTANCES ON COLLEGE PREMISES**

The Principal / Vice Principal Curriculum and Quality will be contacted and the Police will be informed if other persons other than Students and staff from outside

the college are suspected to be involved in the selling of illegal substances on College premises.

Such individuals should be kept under observation, as far as possible, until police presence is available.

#### **4.0 IF A STUDENT DISCOVERS SUBSTANCES ON THE PREMISES WHICH ARE SUSPECTED TO BE HARMFUL, ILLEGAL OR DESERVING OF INVESTIGATION:**

They should report this immediately to the Head of School or senior member of staff who will take appropriate action as per below.

#### **4.1 IF A MEMBER OF STAFF DISCOVERS SUBSTANCES ON THE PREMISES WHICH ARE SUSPECTED TO BE HARMFUL, ILLEGAL OR DESERVING OF INVESTIGATION:**

They should remove the substance from where it was discovered, where possible in the presence of a witness

In the absence of a witness they should not put off the removal of a suspicious substance, within the bounds of professional discretion

The following guidelines should be observed at all times:

- remove the substance and record the time, place and circumstances
- do not investigate the nature of the substance, but do record its approximate size and appearance
- when possible, have the recordings countersigned by a witness
- take the substance immediately to Student Support Services Manager who will inform the Principal. Individual staff members should not keep the substance on their person or in a place of safe keeping; to do so may place the individual at risk
- in the presence of a member of Senior Management place the substance in a suitable sealed container; the package should be signed and dated by those present
- the Student Services Manager will contact the police who will arrange for appropriate disposal
- in the event of a discovery of any equipment associated with substance use, especially needles and syringes, students should not be allowed to handle such items. All equipment found must be handled with utmost care by adults if possible wearing gloves. The Student Services Manager must ensure that materials are placed in a secure and rigid container and taken for appropriate disposal
- all college staff should be vigilant throughout the college campus for evidence of possible substance use/misuse

#### **4.2 ACTION TO BE TAKEN IF A STUDENT OR MEMBER OF STAFF CONFIDES IN A MEMBER OF STAFF**

Students or members of staff who feel they have problems may first confide in their tutor or a member of staff they trust.

At the beginning of the discussion the student / staff member should be told that not be guaranteed. This depends on the nature of what they are about to disclose and the student / staff member should understand this before they begin. They should also know that the aim is to provide help and guidance if possible. For example if a student admits they are involved in organised dealing with no wish to discontinue, action will have to be taken in the interests of other students / staff.

If a member of staff does not feel they are the best person to advise the student / staff member then they should inform them and help them to obtain support elsewhere. The student / staff member should always be referred to the Head of Schools who will be supported by the Student Services Manager (students) / Director of Human Resources (staff)

The Student Services Manager and her team are available for help and advice to students with a wide range of problems and can advise students of external agencies who can offer further help.

#### **4.3 STUDENTS SUSPECTED OF SUPPLYING BANNED SUBSTANCES ON COLLEGE PREMISES**

Anyone found suspected of the selling of illegal substances will be referred to the Head of Schools and will be immediately suspended pending an investigation and a possible disciplinary hearing, which could lead to exclusion or dismissal from College. The College will inform the police, which may result in a prosecution. If the student is under 18 parents will be informed of the situation.

**THIS POLICY WILL BE REVIEWED ANNUALLY BY THE STUDENT SUPPORT SERVICES MANAGER.**

#### **4. Supporting documents**

- Compass Reach Screening and Referral Tool

## Drugs, Offences & Penalties

### Classification of drugs under the Act

The Misuse of Drugs Act regulates what are termed controlled substances. It categorises drugs as Class A, B and C with Class A drugs considered the most harmful - but all these drugs are illegal.

#### Class A drugs

Includes: Ecstasy, LSD, heroin, cocaine, crack cocaine, magic mushrooms (if prepared for use), amphetamines (if prepared for injection), methamphetamine (crystal meth), methadone, any class B drug which is injected.

#### Class B drugs

Includes: Amphetamines, methylphenidate (Ritalin), pholcodine, codeine, cannabis, mephedrone.

#### Class C drugs

Includes: Tranquilisers, some painkillers, GHB (gamma hydroxybutyrate), ketamine, anabolic steroids.

This is not exhaustive.

### SIGNS OF DRUG MISUSE TO LOOK FOR

- Sudden mood changes
- Unusual irritability or aggression
- A tendency to become confused
- Abnormal fluctuations in concentration and energy
- Poor time-keeping
- Increased absence
- A deterioration in relationships with peers and/or staff
- Dishonesty and theft (arising from the need to maintain an expensive habit)

**Note:** all the signs shown above may be caused by other factors, such as stress, and should be regarded only as indications that a student / individual **may** be misusing drugs

### Offences

Offences under the Misuse of Drugs Act can include:

- possession of a controlled substance unlawfully;
- possession of a controlled substance with intent to supply it;
- supplying or offering to supply a controlled drug even where no charge is made for the drug;
- allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs.

To enforce the law the police have special powers to stop, detain and search people on 'reasonable suspicion' that they are in possession of a controlled drug.

NB Certain controlled drugs such as amphetamines, barbiturates, heroin and methadone, can sometimes be prescribed by a medical practitioner. In such cases their possession is not illegal.

### Penalties

	<b>Possession</b>	<b>Supply</b>
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Class A	Up to 7 years in prison or an unlimited fine, or both	Up to life in prison or an unlimited fine, or both
Class B	Up to 5 years in prison or an unlimited fine, or both	Up to 14 years in prison or an unlimited fine, or both
Class C	Up to 2 years in prison or an unlimited fine, or both	Up to 14 years in prison or an unlimited fine, or both

Alcohol It is an offence for a vendor to knowingly sell to an under 18 year old. It is illegal to buy alcohol for someone under 18. Police have powers to confiscate alcohol from under 18s who drink in public places.

Tobacco It is an offence for a vendor to sell tobacco products to someone they know to be under 18 years old. Police have powers to confiscate tobacco products from under 18s who are smoking in public places.

## **Annex B**

### **Sources of Information and Help**

Alcoholics Anonymous - Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism	National	0845 769 7555	<a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a>
Airedale Community Drug & Alcohol Team - The service is open to anyone with drug and alcohol problems who lives in the Airedale District, whatever their age.	Airedale District	01535 338555	<a href="http://www.substancemisuse.bradford.nhs.uk/Lists/Projects/DispForm.aspx?ID=147">www.substancemisuse.bradford.nhs.uk/Lists/Projects/DispForm.aspx?ID=147</a>
Early Break - Early Break offer free counselling, advice and treatment for young people and their families who have issues regarding drugs and alcohol	East Lancashire	01282 604022	<a href="http://www.earlybreak.co.uk">www.earlybreak.co.uk</a>
Project 6 - Project 6 is an award winning voluntary drug and alcohol charity. We work to reduce the harm caused by substance misuse and reach out to those who have decided to make a positive change in their lifestyles. We believe passionately that recovery is achievable and sustainable in Keighley & Airedale	Keighley & Airedale	01535 610180	<a href="http://project6.org.uk">http://project6.org.uk</a>
Drinkline - Offers information and self-help materials, help to callers worried about their own drinking, support for family and friends of people who are drinking	National	0800 917 8282	<a href="http://www.patient.co.uk/support/Drinkline.htm">www.patient.co.uk/support/Drinkline.htm</a>

Talk to Frank - A confidential helpline for anyone in the UK concerned about drug use	National	0800 77 66 00  If you want to talk, you can call FRANK free, 24 hours a day, 365 days a year.	<a href="http://www.talktofrank.com">www.talktofrank.com</a>
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### **Annex C Compass Substance misuse services**

Compass provide a specialist service to help young people (11-19 years and up to 25 for those with special educational needs or disabilities) address their substance misuse, sexual health and risk taking behaviour. The service helps young people who are engaged in risk taking behaviour to make sustainable lifestyle changes that will improve their long term health, resilience and emotional wellbeing, reduce risk to themselves and others and equip them to succeed in mainstream services

The priorities provides a range of effective, evidence-based services and interventions:

- To offer services which take account of safeguarding and promoting children's welfare at all times
- To offer user friendly, confidential interventions around risky behaviour, within clear information sharing protocols, to targeted young people
- To offer support to parents and carers while their child is undertaking treatment/support
- To reduce young people's risk taking behaviour
- To support young people to access help for difficulties in addition to their risk taking behaviour through the use of the YSS referral system and the common assessment framework (CAF)
- To assist young people to access support from targeted or universal young people's services
- To support young people who need continued substance misuse treatment into adulthood to access adult substance services
- To support targeted and universal children's services to meet young people's needs around risk taking behaviours and make appropriate referrals to specialist services.

The administration base for Compass will be:

Insite Youth Support Centre  
159-160 High Street  
Northallerton  
DL7 8JZ

#### **Contact Details**

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Compass REACH  
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Compass – Services to Tackle Problem Drug Use