

The Policy aims to facilitate the early identification and help with regard to drug and alcohol problems and to encourage students to seek advice and assistance. The College will provide advice and support on drug and alcohol related issues. The College will put in place appropriate preventative strategies and take disciplinary action where rules have been breached, and will report incidents to the police where appropriate.

### **Who does this policy apply to?**

This policy applies to all College students whether on College premises, College transport, work experience, residential trips or other College related activities. It applies to apprentices in the work place in conjunction with their employer's drugs and alcohol policy.

This policy supports College staff in dealing with drugs and alcohol related incidents in an appropriate manner.

### **Policy Statement**

The College believes that the misuse of drugs and alcohol 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 possession onsite at the College of drugs or any substance with intention to misuse and/or supply is strictly forbidden. Possession of paraphernalia related to drugs abuse is also forbidden.

All staff and students have responsibility for taking action if they observe and/or are told about drug and alcohol misuse/intoxication.

### **Background Information**

#### Definitions

For the purpose of this policy, the term 'Drugs' refers to: -

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971 (as amended); and
- All psychoactive substances (incorrectly called "legal highs") as described in the Psychoactive Substances Act 2016; (see details below).
- All legal drugs, including alcohol, volatile substances which can be inhaled and alkyl nitrites ("poppers"); and
- 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 on the 26<sup>th</sup> May 2016. Under the legislation it is an offence to:
  - o Produce
  - o Supply
  - o Offer to supply
  - o Possess with the intent to supply
  - o Possess in a prison
  - o Import or export psychoactive substances

The offence if found guilty could carry a maximum prison sentence of 7 years.

There are also additional offences in respect of any company/organisation or individual offering any form of psychoactive substances for sale on a website (if UK based) or in any 'head shop' or similar site.

"Being in possession of drugs" refers to carrying or holding drugs and will include carrying, holding or storing drugs for someone else

"Supplying drugs on College premises" refers to the passing of drugs to others, even where no money has changed hands.

A "Drug related incident" includes, but is not limited to: -

- A student is found using, being in the possession of, or supplying drugs;
- A staff member has information that drug related activity may be taking place on college premises (in respect of a specific individual or group);
- A student is suspected of being under the influence of drugs;
- The Police inform the College of a drug related incident involving student(s)

### **Roles and responsibilities**

1. The College recognises that it has a key role in identifying students at risk of drug misuse and the need to distinguish between students who require general information and education, and those who could benefit from targeted prevention and support.
2. Drugs can be a symptom of other problems and the College will strive to provide high quality support and advice on drug related safeguarding issues, and as appropriate put in place necessary safeguarding measures.
3. If a student informs a member of staff of personal substance misuse dependency, or of a friend's or relative's problem, the Student Support Team will provide specialist support and make appropriate referrals to external agencies.

4. The College's first priority in managing drugs related incidents is the health and safety of the College community and meeting the pastoral and welfare needs of its students.
5. The use of non-prescribed drugs on College premises, transport, work experience, residential trips or other College activities, or at any time during the College day is strictly forbidden. Any student found to be in possession of, using or showing the effects of drugs will be suspended with immediate effect and required to leave the College premises (where safe to do so), pending investigation under the Student Behaviour Policy. Any action taken in relation to unauthorised possession of drugs does not exclude other separate action in respect of unacceptable behaviour or conduct, even if it occurs at the same time.
6. Any student found supplying drugs will be suspended with immediate effect and required to leave the College premises, pending investigation under the Student Behaviour Policy. The College will inform the Police and fully co-operate with any criminal investigation or proceedings.
7. Every allegation that is made under this policy will result in a pre-discussion between the department DOL and the Vice Principal, Assistant Principal or Director of Student Experience to agree the suitable disciplinary stage that the allegation will be initially investigated under. This will be either at stage 3 or stage 4.
8. Any student under the age of 18 found in possession of alcoholic drink on the College premises can expect the alcohol to be confiscated and destroyed and the Student Behaviour Policy to be invoked. Any student over the age of 18 found to be consuming alcohol outside the licensed areas or a College authorised event can also expect the alcohol to be confiscated and destroyed and the Student Behaviour Policy to be invoked. Any action taken in relation to unauthorised possession or consumption of alcohol does not exclude other separate action in respect of unacceptable behaviour or conduct, even if this occurs at the same time.

### Drug and Alcohol Awareness Education

The College provides for a drugs and alcohol curriculum via activities such as: -

- Personal Development Tutorial slots
- Focus days
- External Speakers
- Access to Student Support
- Access to information and advice
- Information offering confidential help and support are available

### Training

Training will be provided to relevant staff, for example Managers, Student Services, cleaners and facilities staff upon the implementation and application of this Policy.

## Links to College values and other College policies

- Drug misuse by College staff is addressed via the Staff disciplinary policy.
- Safeguarding and Child Protection Policy
- Managing Student Behaviour Policy

## Who needs to understand this policy and how will they know about it?

The following training and awareness will be put in place:

Who?	How?
Students	Policy available on the College website. Reference made to the Policy throughout the application and enrolment process. The policy will be available on the college website and Student First website.
College managers	Include in SLT bulletin
All teaching staff	Briefing by Learning Managers; 'All Staff' e-mail; visits to team meetings if requested.
Business Support staff who interact with students	Briefing by line managers; copies of the Policy to be distributed.

Policy approved by: SLT

Date: May 2020

Bournemouth and Poole College Date: August 2019 Function Equal Opportunities
<p><b>This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)</b></p>
<ol style="list-style-type: none"> <li>1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below</li> <li>2. N/A</li> </ol>
<ol style="list-style-type: none"> <li>3. <b>In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</b> This policy supports all members of the college community and is pro-active in its approach to protect all students and staff</li> </ol>
<ol style="list-style-type: none"> <li>4. <b>In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?</b> This policy supports all members of the college community by swiftly addressing issues arising from the misuse of drugs and alcohol</li> </ol>

**5. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?** This policy was developed on the advice of an external consultant who also provided drugs awareness training for staff

6. Name and job title of manager responsible  
Director of Student Experience

## Procedures

### Responding to Drug Related Incidents

1. If a student is suspected of being under the influence of drugs on College premises, the College must prioritise the safety of the young person and those around them. If necessary it should be dealt with as a medical emergency, administering first aid and summoning appropriate support. Dependent upon the circumstances the student's parent/carer and/or Police may need to be contacted. If the student is considered to be at risk of harm or detriment, then the Safeguarding Policy will come into effect and appropriate member of the Safeguarding Team must be contacted. All incidents of being under the influence must be reported on the appropriate section of the College's recording system, Pro Monitor.
2. If a student is found or seen to be in possession of drugs the Security Team, plus Learning Manager, Head of Student Support or Director of Learning should be contacted. If this happens outside of normal college daytime hours the Duty Manager should be called. The student should be detained (if safe to do so). In circumstances where the student refuses to be detained, allow them to leave the College premises. If the student refuses to be detained, then the College may exercise its discretion to contact the Police. The student's parent(s)/carer(s) must be informed, if the student is under 18, unless to do so would place the student at significant risk of harm.

The drugs should be seized, retained and the student should be suspended in accordance with the Student Behaviour Policy.

3. If the quantities of the suspected drugs are of a quantity which would suggest intent to supply, or the student is found or seen to be supplying or attempting to supply drugs on College premises they must be suspended in accordance with the Student Disciplinary Policy and the Safeguarding team informed who will in turn inform the Police. The student's parent(s)/carer(s) must be informed unless to do so would place the student at significant risk of harm.
4. It is appreciated that staff will not be able to positively identify some drugs, particularly when in powder or liquid form. If there is any doubt as to the nature or legal status of the substance, or whether quantity may or may not infer intent to supply, the Police should be called by the Safeguarding team.
5. If a student is found to be in possession or being under the influence of drugs (including alcohol) whilst being on a College trip or excursion, the student's parents will be contacted and asked to collect the student immediately at their own cost. The priority will be the safety of the young person and those around them. If necessary it should be dealt with as a medical emergency, administering first aid and summoning appropriate

support. If it is not possible for the parents to collect the student, or the student to be returned home, the incident should be dealt with on return to College.

6. The student's Tutor with support from the Student Support team shall identify any safeguarding concerns and develop a supportive response with the student and/or parents/carers.

### Searching and Confiscation

1. The College Principal, and members of staff, specifically the college Security Team but this may also be other teaching or support staff, authorised by them can search students, with their consent for any item. Formal written consent is not required. It is enough for the College staff member to ask a student to turn out his or her pockets or ask if the staff member can look into the student's bag or locker and for the student to agree.

Searching involves only the removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do. Searching also extends to any personal bags, rucksacks, personal lockers and toolboxes etc.

2. If the staff member suspects a student has drugs in his or her possession they can instruct the student to turn out his or her pockets or bag and if the student refuses to comply with this request, the member of staff can invoke the Student Disciplinary Policy. Any instruction to a student to turn out his or her pockets or bags must be undertaken with a second staff witness present. This will generally be carried out by the Security team. Staff conducting the search must be of the same gender of the individual being search (witness can be any gender).
3. The College does not permit searches to be undertaken without student consent.
4. Under common law powers College staff are able to search lockers, desks and similar storage facilities for any item provided the student agrees. If a student does not consent to a search, then it is possible to conduct a search without consent but only where the member of staff has a reasonable belief that the student is in possession of a drugs. Any search must be authorised by a member of the College Management Team and witnessed by a second staff member.
5. The College staff member is able to confiscate any drugs and/or associated paraphernalia found as a result of a "with consent" student search, or the search of lockers, desks and storage etc. with or without consent.

### Procedure for Seized Drugs

1. In taking temporary possession of suspected drugs, whether seized or found, a second staff witness should be present throughout.
2. A member of the Safeguarding Team (DSL or Deputy DSLs) must be contacted. They will arrange for the removal, recording and storage (in labelled evidence bag). The labelled

evidence bag and the Drug Register shall include (name from whom it has been seized if applicable) the details of the date and time of the seizure/find and witnesses present, along with any other relevant information such as 'brief description' of item(s) being seized/recovered.

3. Staff are advised that it is not acceptable for them to remain in possession of any such substances for any period of time as to do so would constitute an offence under the Misuse of Drugs Act 1971.
4. The Safeguarding team (DSL or Deputy DSLs) shall notify the Police without delay who will collect the suspected drugs and then store or dispose of them in line with locally agreed protocols. The drugs need to be stored securely while awaiting collection. The storage during this time needs to be within the Safe located in the Security Control Room. All local records will show the 'full continuity and movement or subsequent disposal of any said items.'
5. Any drug should be described in terms of appearance as well as any readily identifiable name/nature and should be fully recorded along with the staff member's details.
6. The student's parents/carers will be informed, unless this is not in the best interests of the students.
7. A College Incident Form should be completed and sent to the Health and Safety team.

#### Discovery and Disposal of Drug Paraphernalia

1. Any member of staff discovering or being advised of drug paraphernalia upon College premises must record full details of such finding. For reasons of health and safety the member of staff should not touch or attempt to deal with these. Staff are to isolate the paraphernalia and report it to the Security Team
2. Facilities must be contacted who will make arrangements for the disposal in a safe and appropriate manner.
3. In the event of a report or the finding of any 'sharps'. The Estates Helpline is to be called immediately and a member of the Security Team, who have been trained to collect and dispose of 'sharps', will respond as a priority.