

Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	Student Drug and Alcohol Policy
Senior Manager Responsible:	Associate Principal – Lancashire Adult Learning/ Quality
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Student Drug and Alcohol Policy

1. Introduction

1.1 Nelson and Colne College, including Lancashire Adult Learning, is committed to providing a safe, support, healthy and secure environment for students and staff. The College believes that the misuse of alcohol and drugs is detrimental to the health and wellbeing of individuals and can affect the efficient working of the College, its students and staff.

1.2 The possession, consumption or misuse of drugs, drug paraphernalia or the illegal supply of these substances in college is not condoned and there is a zero tolerance approach. The only exceptions to this rule are:

- the sales of alcohol to people 18 or over in Farringtons restaurant and bistro which has a licence to sell alcohol;
- the supply of alcohol through organised functions in college with prior approval from a member of the Senior Management Team

2. Purpose

2.1 The purpose of this policy is to:

- Promote a safe and healthy environment in which teaching and learning can take place
- Ensure a consistent approach to the management of drug related incidents
- Clarify the legal requirements and responsibilities of the College concerning the misuse of drugs
- Enable students to make informed decisions about drug use
- Prevent the adverse effects of drugs and assist with supporting and sign-posting students with drug-related problems.

3. Legislative/Quality Framework

- Health and Safety at Work Act (1974)
- Misuse of Drugs Act (1971)
- Psychoactive Substances Act (2016)

4. Scope

4.1 This policy and procedures apply to all students of the College, including those on subcontracted programmes when they are at, or in the vicinity of the College Main Site, within the learning environment of an external/community venue, when they are travelling to and from the College on College transport, or on a College organised trip, placement or event/function.

The following policies cover procedures for College staff:

- Alcohol Consumption at Business Functions
- Health and Wellbeing Procedure

5. Definitions

For the purposes of this policy, the following definitions will be used:

- 5.1 **Drugs:** Illegal Class A, B and C drugs, alcohol, 'legal highs', solvents (including aerosols, glue, cleaning and lighter fluid).
- 5.2 **Drug paraphernalia:** Button bags, grinders, bong, stash jars/ containers, needles or similar items that could be linked to the use of drugs (possession/ supply).
- 5.3 **Main site:** The Nelson and Colne College Reedyford site.
- 5.4 **External/Community Venues:** Any venue not owned by the College, where learning is delivered by College staff

6. Roles and Responsibilities

6.1 It is the responsibility of the **College Leadership Team** to:

- Take responsibility for handling drugs related incidents reported in their area, in liaison with the Safety Engagement Team.
- Follow clear procedures for taking disciplinary action with students fairly and consistently.
- Liaise with police if illegal drugs (not alcohol, 'legal' highs or drug paraphernalia) are found to be possessed by a student.

6.2 It is the responsibility of the **Safety Engagement Team (Main Site)** to:

- Support College staff if there are concerns regarding student possession or dealing of drugs including gathering evidence and talking to witnessing staff and/or students.
- Ensure Safety and Engagement Officers are visible and patrol all areas of College.
- Accurately record all instances of drug related incidents and concerns.
- Provide reports for the Leadership Team on drug related incidents.

6.3 It is the responsibility of **Student Services** to:

- Liaise with Tutorial/Curriculum Leaders to ensure that issues related to drug use are covered through the tutorial programme (full-time students)

or embedded within taught delivery, and that Personal Tutors/Teaching staff are adequately resourced.

- Provide support for students who disclose they (or a friend/family member) are misusing drugs and refer to internal/external agencies where appropriate.
- Follow appropriate safeguarding procedures if there is an immediate and significant risk of harm to a student (or a friend/family member) relating to drug misuse.

6.4 It is the responsibility of **All College Staff (including subcontractors)** to:

- Read and understand the Student Drugs and Alcohol Policy and related procedures.
- Take action and report concerns if they observe or are informed about drug misuse/possession/dealing.
- Refer students who disclose they (or a friend/family member) are misusing drugs, to the Designated Safeguarding Team or College Nurse for support.

7. Prescription Medication

7.1 Procedures relating to legally prescribed drugs and medication are covered in the Student Medication Policy.

8. 14-16 School Link Pupils

8.1 Any incidences or concerns involving school link pupils should be reported by the teaching staff member responsible for them in College, to the link staff member in the relevant partner high school. Any immediate action should be taken in consultation with the school.

Disciplinary action will be taken in liaison with school protocol wherever possible.

9. Appeals Procedure

9.1 Appeals against any disciplinary action for drug related incidents or activity fall in line with the Appeals procedure in the Student Disciplinary Policy.

10. Dissemination

Nelson and Colne College Extranet
Nelson and Colne College and Lancashire Adult Learning Moodle
Nelson and Colne College and Lancashire Adult Learning Website
Nelson and Colne College and Lancashire Adult Policy & Procedure File
(located at each reception desk)

11. Monitoring and Review

- 11.1 The policy will be reviewed by Nelson and Colne College's Associate Principal – Lancashire Adult Learning/Quality.

12. Related Policies/Procedures

- Behaviour Policies and Procedures
- Health and Safety Policy
- Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance
- Stop and Search Policy
- Student Code of Conduct/Entitlement
- Student Disciplinary Policy
- Student Medication Policy
- Trips and Visits Policy

13. Management Responsibility

The Associate Principal for Lancashire Adult Learning/Quality has overall management responsibility for this policy within Nelson and Colne College. Day to day management responsibility for this policy at main site has been devolved to the Student Services Manager and at LAL it has been devolved to Director of Curriculum, Student Services and Quality.

13.1 Appendices

Appendix 1: Procedures for Main Site
Appendix 2: Procedures for Off-Site

1. PROCEDURES

Incidents may fall into one of the following categories (although the list is not exhaustive):

- Suspicion of being under the influence of drugs
- Suspicion of the possession of drugs
- Suspicion of dealing drugs
- Student disclosure that they or a family member/friend are misusing drugs
- Discovery and confiscation of drugs/drug paraphernalia

1.1 Suspicion of being under the influence of drugs

- This may involve witnessing or observing drug use by students, or evidence/information from other students or staff. Useful information should be noted.
- There may be the smell of cannabis or alcohol on breath or clothing
- Determine if there are physical signs and behaviours e.g. dilated pupils, inflamed or reddened eyes, slurred speech, confusion, giggling, vomiting, unable to stand upright or hyperactivity (if the student is not well known to the staff member, it is useful to notify and take advice from a member of staff who teaches or supports them as the signs/behaviours could be an indicator of existing conditions). Signs also include the student not being aware of their surroundings, able to answer simple questions or take care of themselves.

Actions

- Establish their identification (Student ID card) if not already known
- Ask them to leave College premises after ensuring they are safe to do so. A student aged 16-17 must be collected by their parents, next of kin or a responsible adult.
- If their state is serious enough to warrant concern (e.g. very inebriated, 'high' or unconscious), a First Aider should be called for advice. Actions may include a call to the emergency services.
- No student should be sent away from college if there is a risk to their safety.
- If the student is not known to the staff member dealing with the incident, the Safety Engagement Team can be called to assist.
- The student suspension procedure must be followed.
- A record of the incident should be made on Promonitor for the attention of the Head of Division, relevant Vice Principal and the Designated Safeguarding Team (staysafe@nelson.ac.uk). This should include physical signs, behaviours and responses.

Outcome

- The suspended student will be invited to a Disciplinary Hearing in line with the Student Disciplinary Policy.
- The outcome of the Hearing will determine the disciplinary procedure, but may lead to expulsion.
- Support may be offered by the Designated Safeguarding Team where appropriate following liaison with the Vice Principal.

1.2 Suspicion of the possession of drugs

- This may involve witnessing or observing drug use by students, or evidence/information from other students or staff
- Useful information should be noted e.g. description of people involved (students and non-students), dates, times, car registrations, observations, by all witnessing staff and/or students.
- CCTV should be checked where possible to verify the information provided.

Actions

- Do not search through the student's personal possessions
- Ask the individual to hand over the drug
- Notify the Safety Engagement Team. Inform them of the suspicions.
- If the student does not hand over anything, where the evidence is considered to be sufficient, a member of the authorised Stop and Search Team may follow the Stop and Search procedure.
- If drugs or drug paraphernalia are found or handed over, the confiscation procedure (Appendix 1 Section 1.5) and student suspension procedure must be followed.
- The police will be informed by the Vice Principal (or another Senior Manager) if illegal drugs are found (not alcohol, 'legal' highs or drug paraphernalia). The police will decide on any legal action.
- A record of the incident should be made on Promonitor for the attention of the Head of Division, relevant Vice Principal and the Designated Safeguarding Team (staysafe@nelson.ac.uk). If drugs/drug paraphernalia are not found, a record should still be made.

Outcome

- The suspended student will be invited to a Disciplinary Hearing in line with the Student Disciplinary Policy.
- The outcome of the Hearing will determine the disciplinary procedure, but may lead to expulsion.
- Support may be offered by the Designated Safeguarding Team where appropriate following liaison with the Vice Principal.

1.3 Suspicion of dealing drugs

- This will involve witnessing behaviour which is clearly suspicious and conclusive
- This may involve evidence/information from other students or staff including the observation of exchanging small parcels
- Useful information should be noted e.g. description of people involved (students and non-students), dates, times, car registrations, observations, by all witnessing staff and/or students.
- CCTV should be checked where possible to verify the information provided.
- A record of the incident should be made on Promonitor for the attention of the Head of Division, relevant Vice Principal and the Designated Safeguarding Team (staysafe@nelson.ac.uk).

Actions

- Staff should report concerns to the Safety Engagement Team immediately.
- Attempts should be made to identify all individuals involved, including non-students (if applicable).
- Procedures regarding the possession of drugs (Appendix1 Section 1.2) will be followed.
- Where evidence is considered to be sufficient, the student suspension procedure will be followed.
- The police will be informed by the Assistant Principal if illegal drugs are found (not alcohol, 'legal' highs or drug paraphernalia). The police will decide on any legal action.
- A record of the incident should be made on Promonitor for the attention of the Head of Division, relevant Vice Principal and the Designated Safeguarding Team (staysafe@nelson.ac.uk). If drugs/drug paraphernalia are not found, a record should still be made.

Outcome

- The suspended student will be invited to a Disciplinary Hearing in line with the Student Disciplinary Policy.
- The outcome of the Hearing will determine the disciplinary procedure, but may lead to expulsion.
- Support may be offered by the Designated Safeguarding Team where appropriate following liaison with the Vice Principal.

1.4 Student disclosure that they or a family member/friend are misusing drugs

If a student discloses to a member of staff that they or a family member/friend are misusing drugs and require help and support, the staff member should report this to the Designated Safeguarding Team or College Nurse. Help and advice can be put in place, including referral to external services, personal support and counselling.

Such disclosures may remain confidential unless it becomes apparent that there may be an immediate and significant risk of harm to the student or family member/friends, particularly if they are under 18 years old. Appropriate safeguarding procedures will be followed by the Designated Safeguarding Team.

1.5 Discovery and Confiscation of Drugs/Drug Paraphernalia

- Staff should report the incident promptly to the Safety Engagement Team who will remove the drugs
- If drugs have not been discovered through student possession (Appendix 1 Sections 1.1-1.3), the Safety Engagement Team will investigate, using CCTV where necessary, speaking to any staff/students in the vicinity.
- 'Legal highs', solvents, drugs paraphernalia and alcohol (along with containers) will be disposed of.
- Sharp or potentially contaminated items should not be handled without the appropriate equipment or personal protective clothing.
- Illegal drugs will be stored in the Student Services Managers office in a lockable cabinet and handed over to the police as soon as possible.

1. EXTERNAL/COMMUNITY VENUES

Teachers and staff who teach at external or community venues should consider the safety of themselves and other learners when addressing issues of concern regarding drugs.

The teacher/staff member responsible for the supervision of students should raise any issues of concern regarding drugs with the student, as they arise. If there is cause to believe a student has drugs in their possession and/or is showing signs of being under the influence of drugs, the member of staff can ask the student to leave the learning environment. A follow up discussion will be carried out by the teacher/staff member responsible so that the student is aware of the consequences of their actions.

If the student refuses to leave, the teacher/staff member responsible may take the decision to contact the police. If the safety of the teacher/staff, other students or anyone in the immediate vicinity is at risk, the teacher/staff member should contact their Head of Curriculum, a Senior Manager or the Duty Manager for advice. It may be that the safest course of action is to end the session until appropriate action has been actioned.

Appropriate recording of the incident should be made e.g. Incident log, Promonitor comment. The Student Disciplinary Policy will apply.

If a student discloses that they or a family member/friend are misusing drugs and require support, see Appendix 1 Section 1.4.

2. COLLEGE ORGANISED TRIPS/EXTERNAL EVENTS

- Students must not consume or have in their possession any drugs on a college organised trip or during an external event.
- **Possession**
 - If there are reasonable grounds to suspect that a student may have drugs in their possession, the Trip or Event Leader can ask a student to turn out his/her pockets or ask if the staff member can look in the students bag or possessions
 - A minimum of two staff members must be present including one of the same sex as the student.
 - If the student does not consent to a search, the Trip or Event Leader may take the decision to contact the police, taking into account the suspected drug and legality of possession.
 - If drugs items are found, these should be confiscated and the confiscation procedure followed (Appendix 1 Section 1.5) as soon as is practicable.
- **Under the Influence**
 - If there are reasonable grounds to suspect that a student is under the influence of drugs, the student must be supervised by a member of staff for

the remainder of the trip. If the student is still under the influence on return to college, they should be collected by a parent/carer, next of kin or responsible adult.

- If the trip is a residential, the student must be supervised by a member of staff until they have the capacity to care for themselves (e.g. not vomiting, able to stand upright without support, not at risk of injury, fully conscious, able to answer simple questions and aware of surroundings).
- Every effort should be made, and as soon as is reasonably practicable, to contact the parents/carers of students aged 16-17 years to inform them of the situation and that they are being cared for by college staff
- As soon as possible, the suspension procedure will be followed and a record made on Promonitor. The student will be invited to a Disciplinary hearing following the return to college (Appendix 1 Section 1.1-1.2 Actions).

3. WORK BASED LEARNING/WORK PLACEMENT STUDENTS

- Students must not have drugs in their possession, or consume whilst on any work placement, regardless of whether it is a paid or unpaid placement and regardless of the age of the student.
- Depending on the organisation/employer, alcohol may be served e.g. service enterprises such as restaurants, hotels, hair/beauty salons. The responsibilities of the employer and expectations of the student will be covered during induction. Students under the age of 18 will not be permitted to serve alcohol on work placement.
- If the employer has reasonable grounds to suspect that a student has drugs in their possession, they may ask the student to leave the premises or contact the police, taking into account the suspected drugs and legality of possession.
- If the employer has a drug and alcohol policy, stop and search policy or similar, this must be covered in the placement induction and/or included in the contract of employment.
- Any concerns during placement by the employer should be referred back to the relevant Programme Leader (apprentice students) or Curriculum Leader (work placement). Depending on the concerns, the Student Disciplinary Policy may apply. The Programme Leader or Curriculum should seek advice from their manager and/or Student Services Manager.
- If a student discloses that they or a family member/friend are misusing drugs and require support, see Appendix 1 Section 1.4.