

STUDENT DRUGS, ALCOHOL & SUBSTANCE MISUSE PROCEDURE

Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review Date
Michelle Joy	Head of Student Experience	Signed: 	12/01/2022	August 2023

RESPONSIBILITY AND AUTHORITY

1. Students in possession of drugs/illegal substances on college premises

If a member of staff believes a student is using/supplying or in possession of illegal substances on the college premises they should:

- Get another member of staff as a witness/support
- Observe the situation and ascertain the nature of the suspected activity.
- Approach the person concerned and ask for identification.
- Inform them that the college has a zero tolerance policy regarding drugs or substance misuse.
- Ask them to hand over the substance, being aware at all times of personal safety.
- Call the relevant Curriculum Area Manager or relevant Assistant Principal. They will liaise with Head of Student Experience/Designated Safeguarding Officer and/or Head of Estates on whether the police should be informed. The incident will be dealt with under the college disciplinary procedures and may involve immediate suspension under gross misconduct pending investigation. If the learner is under the age of 18 or an identified vulnerable adult contact the relevant parent/carer/social worker.
- Any substance should be locked in the college safe. Police should be contacted via Head of Student Experience on 101 to come and collect and dispose of any substances.
- Record on MyConcern

If a member of staff has suspicions about a student being involved with drugs or illegal substances or there is a report from a third party, but no firm evidence, or possession has been indicated by the drugs search dog, this must be reported to the Curriculum Area Manager and the Head of Student Experience who will be responsible for:

- Informing the police as appropriate.
- Ensuring that the matter is discussed with the student(s) concerned in a non-confrontational manner, to try and establish more information.
- If possession is suspected, possibly carrying out a search including bags and pockets of clothing*
- Contact with Parent/guardian/YOT as appropriate.
- Offering any support with regards to substance misuse or if appropriate, the Head of Student Experience will make a referral to external agencies such as SDAS (Somerset Drug and Alcohol Service).

The result of any investigation will need to be recorded in a clear way detailing any action taken.

***Carrying out a search**

College staff should not, under any circumstances, search a student unless they are a member of the College Management Team, Safeguarding Officers or the Designated Safeguarding Lead and there must always be 2 members of staff present.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

Headteachers/Principals and staff authorised by them have a statutory power to search learners or their possessions, without consent, where they have reasonable grounds for suspecting that the learner may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items

2. Students under the influence of drugs or alcohol on College premises

Staff should:

- Assess any immediate health risk to the individual concerned and, where appropriate, contact a first aider, who will take control of the situation.
- Make every effort to ensure a responsible person collects the individual. The level of risk needs to be assessed by the Curriculum Area Manager and Head of Student Experience to establish whether the student must be collected by a responsible adult or to let them leave on their own, so the risk of accident or injury is appropriately managed. Including if they have come to college in own car/bike.

Report the incident to:

- Curriculum Area Manager
- Relevant Assistant Principal
- Head of Student Experience
- Duty Safeguarding Officer

If the individual displays threatening or abusive behaviour or refuses to leave, the Police will be called.

3. Use of prescribed controlled drugs on the premises

Certain prescribed controlled drugs, such as morphine and pethidine, are generally not allowed on college premises. Special arrangements may need to be made in certain situations where the student may need to possess and store prescribed controlled drugs. In some circumstances, written consent from parents and a note from the GP must be sought and secure storage arranged. Under no circumstances should a learner share their prescribed medication with another learner and in such cases this will be considered to be gross misconduct.

4. Storage and Administration of medicines

- Students should generally be responsible for storing and taking their own medication, unless it is a prescribed controlled drug, in which case storage must be as described in (3) above.
- Additional supplies or medicines requiring refrigeration should normally be stored with the Prep for Working Life Team who will keep an accurate record of what is being held and for whom, in line with agreed protocols and care plans. Medicines will only be released to the named student, on production of their student ID badge, and not given to a third party.
- Where medication is stored and remains uncollected at the end of the academic year, the medication will be returned to a pharmacy, or destroyed, and a record kept of this action.

- Residential Trips or Day Visits
 - Where medicines are stored on behalf of the student during trips etc, staff must record the prescription information in full and the contact details of the prescriber. Staff are at liberty to encourage students to take their medication but they cannot insist that students take the correct amount at the right time; also they cannot withhold any medication from students.
 - Staff may only administer medicine, if they have received the appropriate instructions on how to do so. Agreements by the College to do this would always be made in negotiation with the student/parent/carer and with written consent.

5. Use of tobacco on the premises

Smoking is not an offence. However, Yeovil College is a non-smoking campus and smoking, including the use of Vape/e-cigarettes, is not allowed on the college site except in the designated areas. Anyone who is found smoking will be asked to either extinguish their cigarette/stop vaping or move to the designated area, or off site as long as safe to do so

6. Support and guidance

Students may request support or guidance from the Student Support Services team. This may involve a referral from their Tutor for support sessions, access to counselling or referral a medical practitioner or an external agency. Students can access Tootoot to make a self-referral or share a concern about another learner.

7. Record Keeping and Confidentiality

All drug/alcohol-related incidents on College premises, and the responses to them, must be accurately recorded as an incident log on the portal if not a student. If a current student, incidents must be recorded on MyConcern.

All individuals have a right to confidentiality. The College will endeavour to maintain confidentiality but there will be occasions when information has to be disclosed to other agencies, such as the Police, Children's Social Care or relevant agencies involved with the learner

RECOGNISING DRUGSUBSTANCE MISUSE

SIGNS & SYMPTOMS

The following is not an exhaustive list of potential signs of substance misuse. In isolation they are not conclusive proof of drug or substance misuse, and many are a part of acceptable adolescence. The presence of several signs may point to the need for greater vigilance by staff.

POSSIBLE WARNING SIGNS

- Notable and uncharacteristic changes in mood, aggression or apathetic behaviour.
 - Poor attendance and a general unwillingness to take part in the class, work or activities.
 - Deterioration in personal hygiene, complexion and/or dress.
 - Covering suspicious behaviour by lying, being vague etc.
 - Unusual conflict with people in authority.
 - Sudden and distinct change of habits, loss of purpose in life, lack of motivation or goals.
 - Excessive borrowing of money.
 - Furtive telephone calls.
 - Short term memory loss.
 - Deterioration in performance.
 - Loss of concentration.
 - Poor appetite, weight loss or eating binges. Drastic changes in weight
 - Depression, shyness and poor self-image.
 - Being the subject of rumours about drug taking.
 - Talking to strangers on or near premises
 - Exchanging money or other objects in unusual circumstances.
 - Use of two phones
 - Smell of substances such as cannabis or alcohol
- Slurring of words or appearing incoherent

OBJECTS THAT MAY INDICATE DRUG/SUBSTANCE MISUSE

- Foil containers.
- Spoons discoloured by heat.
- Cigarette paper packets with strips torn from cover.
- Excessive amount of spent matches in an area.
- Shredded cigarettes.
- Plastic bags with glue/solvent in them or butane gas containers.
- Small narrow tubes, cardboard, plastic or rolled card (bank notes).
- Plastic, cellophane or metal foil wrappers.
- Magazine pages folded into paper envelopes (about two square inches).
- Plastic bottles, punctured on one side, possibly with tube inserted.
- Additional phone

Document Control – Revision History

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Michelle Dennett	Updated to reflect amended procedures and removal of reference to staff which is included in the Staff Disciplinary Procedure.	01.06.17	-	Yes
Michelle Dennett	Updated to reflect changes in processes and systems i.e. MyConcern	22.08.19		
Michelle Joy	Updated with minor changes to reflect current practices	14.12.21		

Initial Equality Impact Screening			
Have you consulted on this procedure? Yes Details: Preparation for Life & Work team and Government Website			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Negative impact	Positive impact	Evidence
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: no negative impacts identified			
<p>Declaration</p> <p>We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required.</p> <p>We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment</p> <p>Completed by Author: Michelle Dennett Position: Head of Student Experience Date: 01.06.17</p> <p>Reviewed by Safeguarding, Equality & Diversity Group: Date: 21.09.17</p>			
Comments from Safeguarding, Equality & Diversity Group Review:			