

2 Definition and Terminology

2.1 The term 'drugs', unless otherwise stated, is used to refer to:

- All illegal drugs (those controlled by the Misuse of Drug Act 1971).
- All legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas or vapour which can be inhaled), ketamine, khat and alkyl nitrates (known as poppers).
- All over the counter prescriptions and medicine.

3 Staff with Responsibility for Drugs

3.1 When dealing with an incident involving drug/alcohol misuse, one of the following named staff members should be immediately informed:

- Vice Principal (Curriculum & Quality)
- Director of Welfare Services
- Security Manager

3.2 If none of the above are available, inform the Duty Principal.

4 Drug Education

4.1 Through tutorial programmes and other activities, drugs education and information will be available for learners. It will also be made clear that the possession and use of controlled drugs and the abuse of alcohol is not tolerated by the College and that those learners who are in breach of these relevant College regulations will be subject to the normal disciplinary procedures, as referred to in the Student Handbook: Learner Disciplinary Guidance and Procedure.

Confidential advice is available for learners and staff with drug/alcohol related problems.

5 Staff Support and Training

5.1 All staff will be informed of the training and support services available from local agencies. This will be circulated on a regular basis.

6 Monitoring and Evaluation

6.1 The College Guidance and Support Forum will monitor the effectiveness of this policy. It will be evaluated and updated three yearly.

Management of Drugs at College

7 Dealing with Suspicion of Substance Abuse

7.1 If a learner or member of staff suspects an individual of substance misuse they should discuss their concerns with the personal tutor and/or Dean of Faculty/Director of Division to agree an appropriate course of action. Additional advice may be sought from Welfare Services. Any such discussions would be considered confidential.

8 Discovery of Suspected Substances within the College Premises

- Where a suspected substance is found within the College premises, the Security Manager should be informed at once, (in his absence, the Duty Principal). The Security Manager will investigate and take appropriate action, which could include contacting medical services and/or the police.

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- If a learner is involved, his/her personal tutor or Dean of Faculty should be notified as soon as possible so that appropriate action may be taken. This could involve disciplinary procedures being invoked and, if the learner is under 18, informing their parents.
- If it is a member of staff who is involved in substance misuse then the Dean of Faculty or Director of Division must be informed. Personnel should be consulted to agree the appropriate action.
- If illegal substances are found, a record of the find needs to be kept of where the substances were found, when and by whom. The substances must be placed in an envelope and held in the Security Manager's office until the police arrive. The police should be informed immediately.

9 Individuals Found Under the Influence of Alcohol or an Illegal or Banned Substance

- 9.1 If the individual's condition indicates that his/her health and safety may be at risk, contact a First Aider and the emergency services as necessary, so that s/he can be offered support and medical assistance.
- 9.2 A tutor may suspect alcohol use/intoxication or use of drugs if any of the following behaviour is observed: change in normal behaviour e.g. being livelier, quieter, drowsiness, the smell of alcohol, or blood shot eyes. Over a period of time, persistent erratic behaviour, poor memory, lack of motivation, poor concentration.
- 9.3 Anyone finding an individual under the influence of any substance whilst on College premises should first contact the Dean of Faculty (or Duty Principal evenings), and the following procedures should be followed as soon as is practicable.
- The individual may be asked to leave the premises providing that this does not result in him/her being left to cope in a more dangerous environment.
 - If the learner is under 18, parents will normally be informed. The best interests of the young person should be the deciding factor.
 - The individual may be subject to disciplinary action. However, supportive as well as disciplinary measures should be invoked.
- 9.4 If a member of staff suspects that a learner in his/her class is under the influence of substance abuse then the following procedure should be followed:
- Ask a responsible learner to go to the Faculty Office and request the Dean or a senior member of staff to come to the class.
 - The Dean of Faculty is responsible for contacting the nurse or first aider. The Dean of Faculty will question the learner.
 - If it is clear that the learner is unable to work effectively, is potentially disruptive or could cause Health and Safety problems, then the learner's parents (for 16-18 year olds) or guardian will be contacted and the learner sent home.
 - A written report will be made using the incident form (by the Dean) and the College Disciplinary Procedure will be invoked according to evidence collected.

10 Police Involvement

- 10.1 If the police need to be involved, the Security Manager following liaison with the Director of Welfare Services or with the Principal's Office, will contact them.

11 Needs of Learners and Staff

- 11.1 Learners and staff who wish to seek help with a problem related to substance misuse should seek advice, information or referral from personal tutors or from the Welfare Services Division.

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12 Referral and External Support

- 12.1 Direct referral to support agencies with respect to drugs and alcohol abuse can be made to outside agencies with the agreement of the person concerned. A list is held in the Welfare Services Division.

13 Confidentiality

- 13.1 All records pertaining to an individual in relation to substance misuse will be kept in strictest confidence in the area that the information is received.

Where the information is disclosed in a College counselling session, the counsellor will follow the guidelines of the BACP (British Association of Counsellors & Psychotherapists).

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