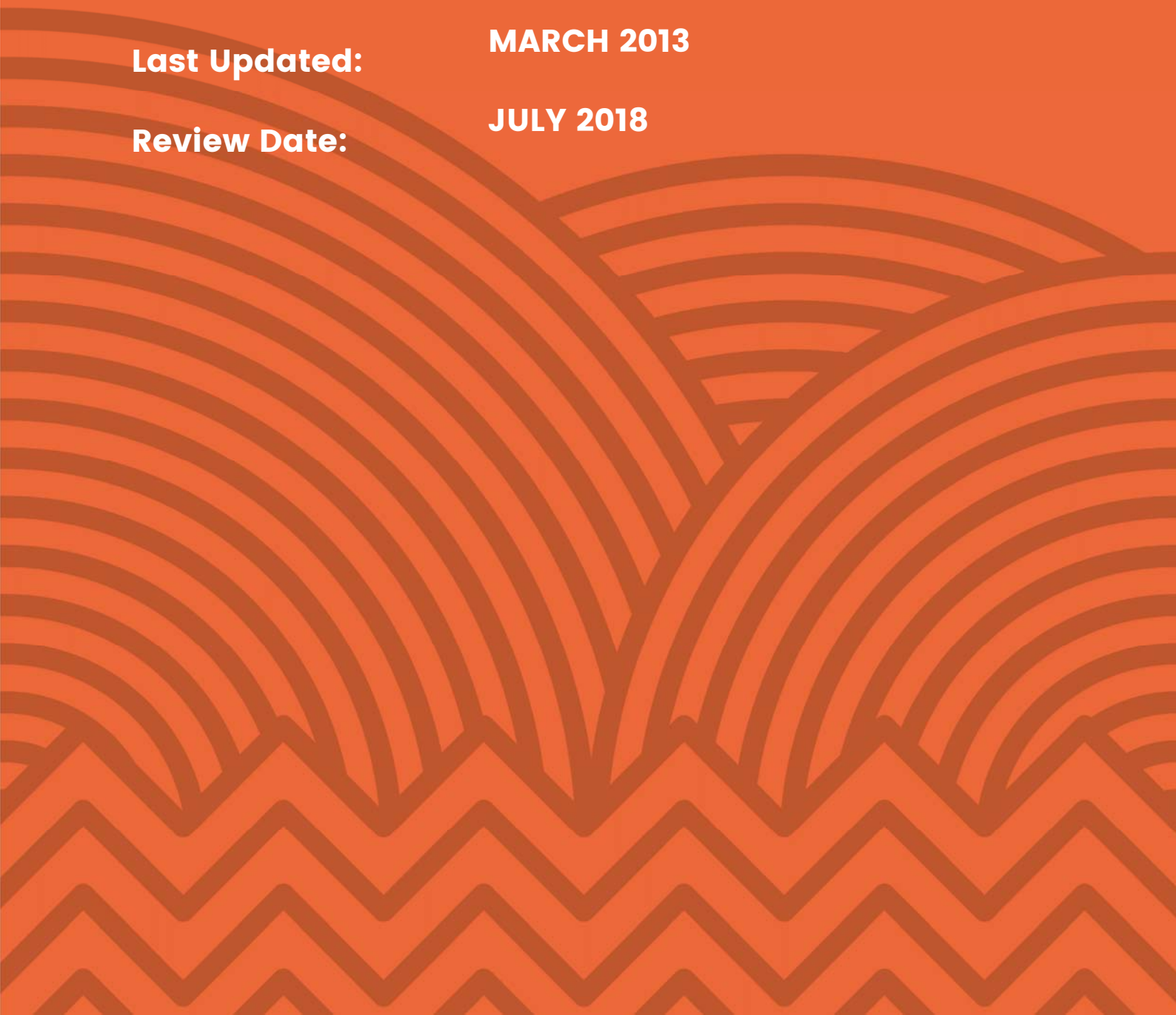


BHASVIC

SUBSTANCE MISUSE POLICY

Last Updated: MARCH 2013

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SUBSTANCE MISUSE BY STUDENTS POLICY

1. Policy Statement

- 1.1. BHASVIC's educational philosophy is called 'Education for Life' (E4L) and is underpinned by the core principle: 'consideration of self and others'. Our aspiration is to be a community in which everyone makes the most of themselves and is considerate of other people. As such, the College is committed to the prevention of illegal activities and the harmful consequences associated with substance misuse. Such misuse is incompatible with the College E4L philosophy, its learning environment, its role in the community and its duty of care towards its students, and can seriously damage a person's physical and mental wellbeing.
- 1.2. Although the College tolerates smoking on site by its students, the College does not believe that smoking is a healthy or desirable activity and promotes awareness of the risks to health and financial wellbeing to students. Smoking by BHASVIC students (including off-site but in the immediate College surroundings) is only allowed in a specific area of the College site and students who do not adhere to this are dealt with by disciplinary procedures.

2. Policy Scope

- 2.1. This policy refers to the use of drugs, alcohol, tobacco and other substances, both legal and illegal, when used for the purpose of intoxication, recreation or general misuse. 'Illegal drugs' refers to any substance included under the provision of the current Misuse of Drugs Acts. Where the document refers to drugs, this includes alcohol, tobacco, illegal drugs, medicines, novel psychoactive substances ("legal highs") and volatile substances, unless otherwise specified.
- 2.2. This policy covers all daytime learners and any incidents or evidence will be assessed by a senior manager to determine the right course of action. This means that a learner who is over 18 should be responded to and referred in the same way as a learner who is under 18 by members of staff.
- 2.3. This policy applies to all staff and governors, including staff who are employed on a fixed term contract, but not normally those who are employed through an agency.
- 2.4. This policy relates to all College premises and settings, such as work placements and other College-related activities, such as trips and visits.

3. Policy Aims

- 3.1. It is the view of the College that the use and misuse of drugs and alcohol by those studying at the College can cause problems for the individual, those immediately concerned with them, and the broader community of which the College is a part. In keeping with the approach to drugs awareness and education in the broader community, at national and local levels, the College is committed to ensuring that the educational environment will be one which manages drug issues through active education and awareness, promotion of local drugs and alcohol services, and prevention and efficient management of misuse.
- 3.2. The College aims to create an environment and culture of respect for health and professionalism in both our students and staff.
- 3.3. In line with the College's ethos of 'Education for Life', this policy aims to ensure that we:
 - 3.3.1. Educate our learners about the impact to them and those around them of substance misuse.
 - 3.3.2. Minimise the risk of harm to our learners.
 - 3.3.3. Address concerns about the welfare of our learners.
 - 3.3.4. Identify and respond to learners who do not respect the learning environment.
 - 3.3.5. Deal with criminal activity appropriately and respond to activity that is in breach of the College's Code of Conduct.
- 3.4. To fulfil these aims the College will develop and implement procedures to:

- 3.4.1. Promote awareness, via Guidance, the Tutorial Programme and Student Services, of the effects of substance misuse and longer term harm caused alcohol and tobacco use.
- 3.4.2. Identify instances or individuals where there are grounds for concern relating to substance misuse and initiate actions to keep them safe or impose disciplinary measures.
- 3.4.3. Facilitate effective partnership working with local and national health organisations.
- 3.4.4. Ensure that all staff receive appropriate training and support in managing smoking on site and dealing with substance misuse by students.
- 3.4.5. Respect the rights of our learners to make decisions about their own health and wellbeing with regard to the consumption of tobacco, unless this is in conflict with our legal duties.
- 3.4.6. Consider the impact of any changes in College procedures to all stakeholders, including students, parents, staff, neighbours and local partners (such as Sussex police or the Local Primary Care Trust).

4. Responsibilities

- 4.1. It is the responsibility of all students to adhere to this policy and to maintain a respectful and safe College community by reporting any concerns about substance misuse to a member of staff.
- 4.2. It is the responsibility of all staff to help maintain a College environment that is free from substance or alcohol misuse and free from the smoking of tobacco except in the designated smoking area. Staff are responsible for following disciplinary guidelines and procedures in dealing with any such incidents.
- 4.3. It is the responsibility of the Assistant Principal (Student Services) to ensure that staff and students are aware of this policy and relevant procedures in support of its aims.
- 4.4. Members of the Senior Management Team, primarily the Assistant Principal (Student Services), are responsible for implementing disciplinary procedures following an incident where possession, misuse or dealing of an illegal substance is suspected or has taken place.
- 4.5. Senior Tutors are responsible for investigating any incident where an illegal substance may be involved, and for communicating with other students who may be involved and with parents.

5. Possible Incidents

- 5.1. Incidents involving substance use and misuse may occur in some of the following ways:
 - a) Incidents of inappropriate intoxication and intoxicated behaviour within class or College settings. b) Aggressive, threatening or insulting behaviour resulting from substance misuse, especially if causing a disturbance in class/public areas or a health and safety risk (e.g. if operating equipment). Such behaviour is unacceptable and is likely to constitute misconduct.
 - c) Unusual or worrying behaviour, such as extreme drowsiness, unusual reactions to situations, facial expressions, loss of balance or muscular control, social withdrawal, demeanour of tiredness and anxiety.
 - d) An on-going build-up of concerning behaviour, which may be very similar in nature to someone suffering from difficulties with their mental health.
 - e) The selling or supply or harassment to buy drugs, by students or others wherever College activity take place.
 - f) The possession of illegal substances by students or others wherever College related activities take place.

6. Responding to Drug-Related Incidents

- 6.1. In practice the misuse of drugs and alcohol crosses into the management of student discipline and the Student Discipline Policy and procedures should also be referred to in dealing with an incident. Such behaviour may be handled by such processes as recommended in that policy (see Student Discipline Policy 'Appendix C: Misconduct and Gross Misconduct.')

- 6.2. In accordance with the Student Discipline Policy, where any member of staff has reason to believe that a student may have committed a criminal offence in which the College has an interest, the College reserves the right to refer the matter to the police. If the College has reasonable belief that a student is in possession of drugs or weapons, the police will normally be informed.
- 6.3. If an incident is suspected to involve illegal drugs, or a student has brought into the College premises or is under the influence of alcohol, then a senior manager should be consulted to support in managing the incident.
- 6.4. Any screening, searching or confiscation of substances, whether they are known to be or suspected to be illegal, should only be carried out by a senior manager.
- 6.5. **Key guidelines staff should use when responding to incidents:**
- a) Protect, as far as possible, the interests of the student concerned. There may be occasions when the student's alcohol or substance misuse, or the alcohol or substance misuse of parents and carers, raises safeguarding concerns. In these cases the College's Safeguarding Policy and Child Protection Policy and Procedures will need to be followed.
 - b) Protect other children and young people.
 - c) Tackle dealing of drugs more severely than substance (mis)use.
 - d) Reinforce the educational emphasis on knowledge, awareness and skill development. e) Challenge prevalent social norms related to drugs, alcohol or tobacco and their use.
 - f) Provide support in relation to children and young people's needs.
 - g) All incidents will be centrally recorded by the Designated Person, discussed with the Principal and assessed to determine whether a police investigation is required (as outlined in the Sussex Police 'Drug Incident Form').
 - h) Where there is any doubt or uncertainty in how to proceed with an incident, a member of the Senior Management team or their delegates should be involved in a decision as to whether to call the police. This is particularly important with regard to searching and/or confiscation.
 - i) Separate guidelines on Searching and Confiscation exist and only staff who have been trained in the use of these guidelines should ever conduct the search of a student or their belongings, or confiscation of substances.

7. Promotion of Responsible Attitudes towards Drugs and Alcohol

- 7.1. The College will make every effort to promote to students, staff and the broader community that it takes a responsible attitude towards substance misuse. This may involve any or all of the following:
- a) the promotion of this policy and its principles to students, parents and staff;
 - b) where appropriate, the inclusion of personal, social and moral education on drugs and alcohol within the group tutorial programme and Student Welfare events and activities, in order to:
 - a. raise awareness of the harms associated with substance misuse b.
 - promote safe and responsible use
 - c. inform and educate on the legal issues surrounding drugs and alcohol d.
 - support students and staff in recognising potential safeguarding issues
 - c) signposting to counselling and substance misuse advisory/support services, whether on site, online or by referral to local services
 - d) the promotion and display, in common areas around College, of health promotion information on drugs/alcohol/tobacco/substances and details of how to contact relevant advice/support services and agencies

- e) establishing and maintaining good working relationships with relevant advice/support services and agencies and facilitating the promotion of their work from time to time within the College

Related Document

Child Protection Policy and Procedures

Code of Conduct College

Contract Educational Visits

Policy Health & Safety

Policy Safeguarding Policy

Student Discipline Policy

James Moncrieff

March 2013