

Alcohol and Substance Misuse Policy

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| Originator: | Andy Hodgson |

Alcohol and substance misuse policy

1) Introduction

- i) Great Yarmouth College is committed to the safe and efficient delivery of services, promoting the health and well being of students and employees and to the provision of a safe working environment.
- ii) The College adopts a very strong stance on the misuse of alcohol, drugs and chemical substances by its staff, students and visitors. The College forbids the consumption of, or the possession of alcohol or the use of prohibited drugs on the College's premises and facilities (except where such use is a necessary part of the curriculum or where alcohol is served in a properly licensed facility.)
- iii) The College will comply with the relevant legislation and promote a corporate culture where substance and alcohol misuse is not tolerated, to which end the College will work collaboratively with the Police and other local agencies.
- iv) The College will help to protect students and its employees from the dangers of alcohol and substances misuse and will encourage those with a problem to seek help.
- v) The College will endeavour to raise awareness of substance and alcohol abuse and its consequences by providing up to date information about alcohol and drugs and details of local treatment and support services.
- vi) **Linked Policies:**
 - Child Protection Policy
 - Student Disciplinary Policies
 - Health and Safety Policy
 - Complaints Policy
 - Behaviour Code

2) Scope and Purpose of Policy

- i) This policy is intended to ensure that Great Yarmouth College is consistent in the way it tackles instances of alcohol and substance abuse both in terms of legal obligations, support for staff and students and internal procedures. The policy applies to all students, staff and visitors to the college.
- ii) In compiling the policy the following legislation has been taken into consideration:

The Misuse of Drugs Act 1971

The Health and Safety at Work Act 1974
The Children Act 1994

- iii) The substances covered by this policy are alcohol and illegal drugs, which are not used for a specific medical condition. This policy also includes the use or misuse of substances regulated by COSHH (Control of substances hazardous to health).
- iv) The purpose of the policy is to ensure that students and staff:
 - have an appropriate learning environment which is protected from the damaging effects of alcohol and substance misuse
 - are protected from the pressures of illegal trading in these substances
 - have access to alcohol and drugs education information
 - are made aware of the issues relating to misuse of these substances
 - are encouraged to access appropriate support for difficulties resulting from misuse of substances.

3) Roles and Responsibilities

- i) Everyone has a responsibility to report alcohol and substance misuse in any of its forms. All members of staff have a responsibility to promote a culture where alcohol and substance misuse is not tolerated, is free from unacceptable behaviour and reacts to any reports of substance and alcohol abuse as quickly as possible and to record these appropriately.

4) Training

- i) Training will be provided to all members of staff to ensure that they are aware of the policy and the guidelines for both staff and students through the staff development programme.
- ii) Students will be taken through the guidelines for reporting alcohol and substance misuse and the implications of alcohol and substance misuse in college as part of their induction programme. There will be the opportunity for drugs and alcohol education through awareness raising events in the college.

5) Confidentiality

- i) Staff at Great Yarmouth College should deem confidential information as private to the institution and not to themselves, as an individual employee.
- ii) Staff should make it clear at the onset of discussions with the individual concerned, whether the content is to be confidential and the extent of the confidentiality to be afforded. In particular they should inform the individual of:
 - The concern of the college to respect privacy.

- The circumstances under which information should be shared with a third party, taking account of the duty of care which may be owed to the individual and/or others.
- The duties of the College under the Data Protection Act.

6) Review and Monitoring

- i) It will be the responsibility of the Equal Opportunities Steering Group to review and monitor the Policy and Procedures/Guidelines and to seek the advice of the Academic Board to bring about a change in the procedures or guidelines if necessary.

7) Staff Support

- i) Staff and students must present themselves for duty in a fit condition, unimpaired by the use of alcohol, drugs and chemical substances. Staff who contravene these rules may be dismissed. However, the College will provide assistance for staff who need advice and/or assistance because they are concerned that alcohol, drugs or other substance abuse may interfere with their ability to attend work and perform their duties in a safe and effective manner.
- ii) Great Yarmouth College has written procedures for dealing with incidents of alcohol and substance misuse on college premises.

Procedures for dealing with incidents of alcohol and substance misuse on college premises

These procedures are designed to deal quickly and effectively with difficult situations. Staff and student welfare is our uppermost concern.

1) Students suspected of possession of alcohol or drugs or being under the influence of alcohol or drugs

- i) Ask yourself - what evidence can I see / hear / smell to confirm my suspicions? If you feel that your suspicions are confirmed, then consult with your Team Leader. If your Team Leader is unavailable take the matter to the appropriate member of SPT.
- ii) You should identify yourself and ask to see the student's ID card or if they don't have this with them ask for their name and course and explain to the student your suspicions.
- iii) ***It is important to remember that College staff do not have the right to stop and search students.*** However, this could be a condition of entry to the College. If the student offers to turn out their pockets or bag you may choose to let them. If students do not co-operate the alternative is to involve the Police.
- iv) If the student admits to possession of alcohol or drugs or being under the influence of either of them as the student to leave college and inform the Team Leader. Report the incident to the Assistant Principal (Learner and Staff Services). The Team Leader will invite the student back in and invoke the disciplinary procedure.
- v) If the student denies possession, or being under the influence of alcohol or drugs, take the following action:
 - If you believe the student, explain why your suspicions were aroused and remind them of the College policy and code of conduct. Record the incident in the student's record.
 - If you feel that the situation warrants further investigation/action despite the denial, refer to the Assistant Principal (Learner and Staff Services)
- vi) There is a key Health and Safety issue of people in classes, workshops and laboratories under the influence of alcohol. Staff will need to make a considered judgement as to the level of influence and if there is any doubt about a student's condition they must not be allowed to participate in the session. Staff should refuse entry and seek support for the student from their Learner Mentor who will

take the appropriate action. If there is any difficulty contact Reception to get assistance from a member of SPT. At ***all times staff need to be aware of their own personal safety.***

vii) The College has a duty of care to its students under the influence of drugs or alcohol and an individual assessment will need to be made with regard to the personal safety of the student being asked to leave the college premises.

viii) Summary of action to be taken:

- automatic immediate suspension pending an investigation
- if under 19, telephone call and letter to parent
- if day/block release letter also to employer
- the student may be referred to their Learner Mentor for support
- decision made to call Police depending on circumstances

2) Student suspected of selling drugs on College Campus

i) If you suspect that drugs are being sold contact a member of SPT, who will come to you and deal with the situation. **Do not attempt to detain the student physically if they attempt to run away.**

ii) Summary of action to be taken if proved:

- A member of SPT contacts the Police
- Automatic immediate suspension pending investigation
- If under 19 telephone parents, followed by written letter
- If day/block release telephone employers, followed by a letter.

3) Staff suspect that student is misusing drugs but not currently under the influence of or in possession of drugs.

i) This is a delicate situation and must be treated in confidence. In the first instance refer to the student's Learner Mentor who will liaise with the Team Leader Admissions and Guidance.

4) Student disclosing drug misuse to a member of staff

i) This is also a delicate issue and must be treated in confidence. Try to get the student to agree to see their Learner Mentor who can get them in touch with alcohol and substance misuse support workers. It might help the student for you to agree to accompany them if you think it appropriate. If the student will not see the Learner Mentor you need to explain that because of your concern for his/her welfare you **have** to inform this member of staff. Explain that his/her role is to assist the student to overcome their difficulty not to judge them. Also outline to them the consequences of them using or selling drugs on the College campus (as outlined in this policy).

5) Staff or students finding drug equipment

- i) There are separate guidelines for dealing with these incidents. You must contact the Estates team immediately, who will arrange for safe removal.
Do not touch anything yourself.
- 6) Parent, employer or neighbour contacting College with an issue relating to drug misuse**
- i) These should be referred to a member of SPT immediately.
- 7) Incidents of suspected drug misuse off-site, including visits and residential**
- i) Incidents of drug and alcohol abuse in the above situations are to be treated as seriously as if they had occurred on a College campus. The action taken by the member of staff involved will be tempered by the particular circumstances they find themselves in, but should fit into this framework wherever possible.
- 8) Support for students who are the victims of drug misuse**
- i) Great Yarmouth College fosters a supportive environment and will provide appropriate support for students who are:
- Off campus users of drugs
 - Family or friends of users
 - Victims of drug-related activities
- ii) Notwithstanding the disciplinary procedures outlined earlier, the College will provide support and counselling for the following groups within the limits of its expertise and resources. The Admissions and Guidance Team will be the focal point of this support through the Learner Mentor Team and will utilise the expertise of appropriate outside agencies. The contact is the Team Leader for Admissions and Guidance.
- 9) Staff suspected of being in possession or under the influence of banned drugs or alcohol**
- i) Any incident involving staff suspected of drug or alcohol misuse will be reported to, and investigated by, their Team Leader. If the drug or alcohol incident is confirmed the Team Leader will then report to a member of SPT. This may result in disciplinary/advisory or monitoring action being taken. If the incident involves a member of Senior Management this will be reported to the Principal and if the incident involves the Principal, this will be reported to the Chair of Governors.

Alcohol and Substance misuse incident report form

Type of incident:

- Suspected of being under the influence of alcohol/drugs
- Suspected of being in possession of alcohol/drugs
- Suspected of selling banned substances

Details of person involved:

Name: _____ Course: _____ Age : _____

Witness details: *(Witnesses have the right to remain anonymous)*

Name: _____ Course _____
 Name: _____ Course _____

Incident details:

Location: _____ Date & Time: _____

Description and actions taken:

No further action

(Complete this section if person concerned is no longer under suspicion of being involved in an incident concerning alcohol/ drugs)

Person involved has been advised of completion of form

I have read and am in agreement with the above report

Signed:

What support has been offered?

Who has been informed:

- | | | | |
|----------------|--------------------------|--|--------------------------|
| Police | <input type="checkbox"/> | Staff: Line Manager | <input type="checkbox"/> |
| Personal Tutor | <input type="checkbox"/> | Assistant Principal (Staff & Learner Services) | <input type="checkbox"/> |
| Line Manager | <input type="checkbox"/> | | |
| Learner Mentor | <input type="checkbox"/> | | |
| Parent | <input type="checkbox"/> | | |

Form completed by:

Signature: _____ Name: (print) _____
 Date: _____

Form to be sent to : ???????

Appendix A

Contacts within college

| SPT | | Ext No. |
|-----------------|---------------------|---------|
| Robin Parkinson | Principal | 216 |
| Daphne King | Vice Principal | 295 |
| Julia Howard | Assistant Principal | 315 |
| Roy Hughes | Director of Finance | |
| Estates Team | | 243 |
| Reception | | 213 |

Appendix B

Background Information on Drugs and the Law

In recent times over 100,000 people each year have been found guilty or cautioned for the possession or supply of controlled drugs. The number has been going up each year. Over 90% of offenders are male and the majority are aged 17-24. In 1998 only 6% of offenders were under 17. Over 70% of cases concern the possession of a small amount of cannabis. This may result in a small fine but in many areas of the country police will issue a caution (especially when it is a first offence involving a young person) and not take the case to court. By 1998 over half of all drug offenders were receiving cautions and this trend looks like continuing. A caution is noted by the police but does not count as a criminal record. A caution will stay on your record for 5 years. Police in different parts of the country seem to take differing actions in relation to drug offences. The laws controlling drug use are very complicated.

The Misuse of Drugs Act (MD) regulates what are termed controlled drugs. It divides drugs into three classes as follows:

Class A: These include cocaine and crack (a form of cocaine), ecstasy, heroin, LSD, methadone, processed magic mushrooms and any Class B drug which is injected

Class B: These include amphetamines and barbiturates,

Class C: These include mild amphetamines, tranquillisers, anabolic steroids, GBH and cannabis.

Class A drugs are treated by the law as the most dangerous.

Offences under the Misuse of Drugs Act can include :

- * Possession of a controlled drug
- * Possession with intent to supply another person
- * Production, cultivation or manufacture of controlled drugs
- * Supplying another person with a controlled drug
- * Offering to supply another person with a controlled drug
- * Import or export of controlled drugs
- * Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs or supply or production of any controlled drug.

N.B. Certain controlled drugs, such as amphetamines, barbiturates, heroin and methadone, can sometimes be obtained on prescription. In such cases their possession is not illegal, but to sell or pass to anyone else becomes an offence.

Maximum penalties under the Misuse of Drugs Act are as follows:

| | Possession | Supply |
|--------------|-------------------|-----------------|
| Class A drug | 7 years + fine | Life + fine |
| Class B drug | 5 years + fine | 14 years + fine |
| Class C drug | 2 years + fine | 5 years + fine |

Possession is considered a less serious offence in relation to supply. If the police think that someone has been getting drugs to sell or give to friends, they could be charged with “supplying drugs’ or ‘possession with intent to supply’.

The law is even more complicated by the fact that some drugs, covered by other laws, are not covered at all or treated in an exceptional way under the Misuse of Drugs Act.

Alcohol is not illegal for an over 5 year old to consume away from licensed premises. It is an offence for a vendor to knowingly sell to an under 18 year old. A 14 year old can go into a pub alone but not consume alcohol. A 16 year old can buy and consume beer, port, cider or perry (but not spirits) in a pub if having a meal in an area set aside for this purpose. In some cities there are bye-laws restricting drinking of alcohol on the streets at any age. Police have the powers to confiscate alcohol from under 18s who drink in these places.

Magic Mushrooms are not illegal to possess or eat in their raw state. It can be an offence to process them by drying and storing them, making them into a tea or infusion or cooking with them.

GHB (gammahydroxybutyrate) is a colourless, odourless liquid which has sedative and euphoric effects. It has been used in “date rapes”. Possession has recently been made illegal.

Ketamine is usually in a powder form and gives an initial rush often followed by withdrawal into oneself. Possession is not an offence but illegal supply is.

Khat is a plant whose leaves give a stimulant effect when chewed. It is used in East Africa and the Arabian Peninsula. Some khat is imported and sold in specialist health food shops. Its use is not covered by the Misuse of Drugs Act and so is not illegal.

Poppers (liquid gold, amyl, or butyl nitrite) are not illegal to possess, buy or sell. They are often sold in joke and sex shops but also in some pubs, clubs and tobacconists. Though not tested in court, the Medicines Control Agency has stated that poppers should be regarded as a medicine and therefore should only be sold by licenced chemists.

Solvents (aerosols, gasses, glues etc.) are not illegal to possess, use or buy at any age. In England and Wales it is an offence for a shopkeeper to sell them to an under 18 year old if they know they are to be used for intoxicating purposes. Lighter fuel has recently been added to this list.

Anabolic Steroids are not illegal to possess or use with a prescription. It is an offence to sell or supply them to another person. Police have prosecuted individuals who have large quantities in their possession.

Tobacco It is not an offence for people of any age to purchase or use cigarettes or other tobacco products. It is an offence for a vendor to sell tobacco products to someone they know to be under 16 years old. Police can confiscate tobacco from under 16s who smoke in public places.

Most **Tranquillisers** (librium, valium etc.) are not illegal to possess or use without a prescription. It is an offence to sell or supply them to another person. In the case of temazepam, a tranquilliser that is sometimes injected, it is illegal to be in possession of this drug without a doctor's prescription.

Appendix C

Useful national numbers and contacts

| Contact | Telephone Number | |
|---|---------------------------|--|
| Emergency Numbers | 200 | To be used in cases of physical violence or intimidation. |
| ADFAM www.adfam.org.uk | 020 7928 8898 | Information for families of drug and alcohol users |
| ASH (Action on Smoking and Health) www.ash.org.uk | 020 7739 5902 | A campaigning Public health Charity aiming to reduce the health problems caused by tobacco |
| Connexions Direct | 0808 0013219 (Freephone) | Information on a range of youth related issues |
| National Drugs Helpline FRANK www.talktofrank.com | 0800 776600 (Freephone) | Confidential telephone helpline open 24 hours a day provides accurate information on drugs advice and the Law. |
| Drinkline | 0800 9178282 (Freephone) | Confidential telephone helpline providing information and support. |
| QUIT | 0800 002200 (Freephone) | Independent charity that aims to reduce tobacco related harm by helping smokers to stop |
| Release | 0808 8000 800 (Freephone) | Organisation specialising in information and support on legal matters relating to drugs. |
| Re-Solv | 01785 817885 | Specialist agency providing information, support and materials about volatile substance sniffing. |

Appendix D :

Drug or alcohol situation – medical emergencies

The procedures for an emergency apply when a learner or others are at immediate risk of harm. A person who is unconscious, having trouble breathing, seriously confused or disoriented or who has taken a harmful toxic substance, should be responded to an emergency.

Always

- assess the situation
- contact Reception and ask for a first aider immediately
- if a medical emergency, send for an ambulance by dialing 300

Before Assistance Arrives

If the person is conscious:

- ask the person what has happened and to identify any drug used
- **do not** induce vomiting
- keep the person under observation, warm and quiet

If the person is unconscious

- ensure that the person can breathe and place in recovery position
- **do not** move the person if a fall is likely to have led to spinal or other serious injury which may not be obvious
- **do not** give anything by mouth
- **do not** attempt to make the person sit or stand
- **do not** leave the person unattended or in the charge of another learner

When Medical Help Arrives

- Pass on any information available including vomit and any drug samples

Please complete an Alcohol & Substance misuse incident form as soon as you have dealt with the emergency