

Policy number:	HS137	Originator:	Learner Services Manager
SharePoint:	Policies and Procedures: Health and Safety		
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Approved by:	SLT CLT	Date:	05 January 2017 20 January 2017
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Review Date:	December 2025		
External Web Site appropriate:	NO		
Linked policies/College documents:	Medication Policy Safeguarding and Protection of Children, Young People and Vulnerable Adults Policy Student Contract, Code of Conduct and Disciplinary Procedures Accident and Emergency Procedures		
Summary available:	NO		

Substance Misuse Policy

**This document can be made available in other formats,
on request**

Substance Misuse Policy

1. Policy Statement

(For the purposes of this policy, the term 'substance' is taken to include those that are legal, such as alcohol and solvents, over the counter, controlled and prescribed substances. It also includes illegal drugs, such as cannabis, ecstasy, heroin, crack/cocaine and LSD etc)

Newbury College will comply with relevant legislation, namely The Misuse of Drugs Act 1971, regarding the use and misuse of both legal and illegal substances and aims to promote a culture where substance misuse and the illegal supply of substances is actively discouraged.

The College recognises the need to educate and inform individuals about the risks and consequences of substance misuse. This will be achieved through regular training sessions for staff and as an integral part of the Enrichment Programme for students.

Individuals are forbidden to bring alcohol, drugs, solvents or inappropriate substances onto College premises, to be in possession of them, or to consume them. Substances covered in this policy are not permitted to be bought, sold or otherwise obtained on College premises. Individual exceptions may be made under the Medication Policy for those who need to take prescribed medicines.

Where alcohol is served at College events, it is done so in compliance with the Licensing Act 1964 and with the College Principal's designated permission.

This Policy is applicable to all staff, students, visitors and contracted workers.

In line with the Code of Conduct, any individual found misusing substances will be subject to the College Disciplinary Procedures.

If the incident involves a student, where appropriate, parents/guardians/carers will be informed whenever Stage 2 or 3 Code of Conduct Procedures have been applied.

This Policy aims to ensure students, staff and visitors:-

- have an appropriate learning environment which is protected from the damaging effects of substance misuse.
- are protected from the pressure of illegal trading of substances.
- are made aware of issues relating to the misuse of substances.
- are encouraged to access support to deal with substance misuse.

2. Monitoring Incidents

2.1 Substance Misuse incidences will be monitored by the Safeguarding Team.

3. Implementation of the Policy

This Policy is communicated through the Induction Programme, the Enrichment Programme and is available on SharePoint and the Parents' Handbook.

All members of staff are required to be aware of and enforce the Substance Misuse Policy and take steps to prevent the misuse of substances within College premises. Incidents involving substance misuse should not be viewed as just the responsibility of a small number of individuals within the College. Information regarding outside specialist services can be obtained through the Safeguarding Team

4. Procedures

If an individual has been involved in substance misuse and is **found to be in urgent need of medical treatment:-**

- Seek medical help at once (Refer to the Accident and Emergency Procedures)
- If possible, confiscate any drugs with a witness present and give a sample to the ambulance crew.
- Inform a member of SLT or Duty Manager immediately.
- Inform parents/guardians or emergency contact if under 18.
- For Pre 16 students, the Designated Safeguard Lead will inform West Berkshire's Children and Families Social Care Services
- Record the incident in the Incident Book found at Reception.
- Activate the disciplinary procedures.
- Send report to Safeguarding Officer.

If it is **not an emergency** the following procedures below should be followed.

Any person(s) found **dealing in illegal / controlled substances** on or around the College should be reported immediately to a member of SLT or the Duty Manager and the Safeguarding Team. Stage Three disciplinary procedures should be activated. SLT, the Duty Manager or the Safeguarding Team will report the incident to the Police.

Any person(s) found to be in the **possession of**, or under the influence of, or strongly suspected of taking **Class A, B, or C drugs** (see Appendix A) and/or alcohol in or around the College should be reported immediately to a member of SLT or the Duty Manager and the Safeguarding Team. Stage Three disciplinary procedures should be activated. SLT, the Duty Manager or the Safeguarding Team may elect to involve the police.

The Principal, the Vice Principal of Students, Quality and Lead Safeguarding Officer may conduct a search of a student suspected of possessing drugs, with at least one witness present. A search involves the student turning out their bag(s) and the pockets of their clothing and removing their shoes (See Student Code of Conduct Policy)

Searches should be carried out with tact and sensitivity and will take into account cultural sensitivities. Students should not be left unattended for any period of time before a search can be conducted.

If the student refuses to co-operate with a request to search them, the Vice Principal of Students, Quality and Curriculum and Lead Safeguarding Officer should consult the Principal, who may decide to suspend the student prior to a meeting with the student and their parents/guardian/carer.

Newbury College has a duty of care to all staff and students in relation to the misuse of drugs within the College Community. As a result, the College reserves the right to implement the use of drugs dogs within the College to search for any illegal substances that fall within the Misuse of Drugs Act 1971.

Students who are found to be in possession or under the influence of, or strongly suspected of taking Class A, B or C drugs, and/or alcohol, will be referred to the most appropriate specialist agency. Referrals would normally be via the Safeguarding Team. Parental consent has to be sought for students under the age of 18 (Refer to Appendix B).

All incidents involving the use or misuse of alcohol or illegal / controlled substances must be reported to a member of the Safeguarding Team.

The use of external organisations in preventing the possession and use of drugs on College premises.

Newbury College, on a termly basis, conducts a sweep of the College premises using a police trained sniffer dog. If the dog detects and shows interest in a student then the College has the right to conduct a search. This will be conducted sensitively and follow the procedure set out in the Student Code of Conduct Policy.

Related Policies and Procedures:

Medication Policy

Safeguarding and Protection of Children, Young People and Vulnerable Adults Policy

Student Contract, Code of Conduct and Disciplinary Procedures

Accident and Emergency Procedures

APPENDIX A

The law states illegal drugs are split into three classes according to the Misuse of Drugs Act, A being the most harmful down to C, being the least harmful. Any drug whatever the classification can be misused or harmful.

CLASS A

Opiates (heroin, methadone, morphine, opium)
Cocaine (crack, coca leaves)
Hallucinogens (LSD, mescaline, magic mushrooms when dried or prepared)
Ecstasy (PMA, PMMA)
Cannabis oil
PCP (Phencyclidine)
Methamphetamine

CLASS B

Barbituates
Amphetamines (including Ritalin) nb. are not illegal if prescribed but become Class A if prepared for injection
Some stronger tranquillizers (i.e. Temazepam)
Cannabis
Pholcodine
Mephedrone (Meow Meow)

CLASS C

Anabolic Steroids
Anti-Depressants (such as Prozac)
GHB (Gamma Hydroxybutyrate)
Tranquillizers (i.e. Temazepam, Benzodiazepines, Valium, Ativan, Librium, Mogadon and Rohypnol)
Ketamine

This list is not exhaustive.



Young People's Drug & Alcohol
Service For West Berkshire

APPENDIX B

REFERRAL FORM
Please attach a copy of the
screening tool with this form

(Office use only) CASE No
S Referral: YES / NO
Waiting List Date:/...../.....
P Referral: YES / NO

SECTION 1		DRUGS USED	
MAIN DRUG USED:		AGE FIRST USED:	
SECTION 2		YOUNG PERSONS DETAILS	
YOUNG PERSONS NAME		AGE	DATE OF BIRTH / /
YOUNG PERSONS ADDRESS AND POSTCODE:			
MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>			
HOME TELEPHONE NUMBER		MOBILE No	
EMAIL ADDRESS			
ETHNICITY	NATIONALITY	UK <input type="checkbox"/> EU national <input type="checkbox"/> Other national <input type="checkbox"/> not known <input type="checkbox"/>	
RELIGION	POTENTIAL VIOLENCE (Please circle) LOW MEDIUM HIGH		
SPECIAL NEEDS OR PHYSICAL DISABILITY Please only state diagnosed conditions		GP's NAME AND ADDRESS	
PLEASE TICK ANY OF THE FOLLOWING WHICH MAY APPLY TO THE YOUNG PERSON Asylum seeker <input type="checkbox"/> Child in need/risk <input type="checkbox"/> Parent user <input type="checkbox"/> Excluded from mainstream education <input type="checkbox"/> Sibling user <input type="checkbox"/> On the child protection register <input type="checkbox"/>		WHAT IS YOUNG PERSONS PARENTAL STATUS?	
WHAT IS THE YOUNG PERSONS EMPLOYMENT STATUS?			
SECTION 3 REFERRERS INFORMATION <i>If this is a referral from Social Services or YOT please enclose care</i>			
NAME		CONTACT No/mobile	
ADDRESS AND POSTCODE			
EMAIL ADDRESS			
DOES THE YOUNG PERSON HAVE A CAF? If yes, please enclose a copy			YES / NO
SECTION 4		PARENT/CARERS DETAILS	
NAME	NAME	NAME	NAME
RELATIONSHIP WITH YOUNG PERSON:	RELATIONSHIP WITH YOUNG PERSON:	RELATIONSHIP WITH YOUNG PERSON:	RELATIONSHIP WITH YOUNG PERSON:
ADDRESS	ADDRESS	ADDRESS	ADDRESS
EMAIL	EMAIL	EMAIL	EMAIL
HOME NUMBER	HOME NUMBER	HOME NUMBER	HOME NUMBER
MOBILE NUMBER	MOBILE NUMBER	MOBILE NUMBER	MOBILE NUMBER
IS THE YOUNG PERSON LIVING WITH PARENT/CARER? YES / NO	IS THE YOUNG PERSON LIVING WITH PARENT/CARER? YES / NO	IS THE YOUNG PERSON LIVING WITH PARENT/CARER? YES / NO	IS THE YOUNG PERSON LIVING WITH PARENT/CARER? YES / NO
DOES THE YOUNG PERSON GIVE CONSENT TO CONTACT PARENT: YES / NO	DOES THE YOUNG PERSON GIVE CONSENT TO CONTACT PARENT: YES / NO	DOES THE YOUNG PERSON GIVE CONSENT TO CONTACT PARENT: YES / NO	DOES THE YOUNG PERSON GIVE CONSENT TO CONTACT PARENT: YES / NO

SECTION 5 AGENCIES / SERVICES INVOLVED WITH THE YOUNG PERSON

SCHOOL NAME AND ADDRESS (Also name of contact person if known)

IS THIS REFERRAL THE RESULT OF A DRUG RELATED INCIDENT IN SCHOOL? YES / NO

DOES THE YOUNG PERSON RECEIVE SUPPORT FROM THE FOLLOWING SERVICES	TICK	CONTACT DETAILS Name, address, telephone number and email address	DOES THE YOUNG PERSON CONSENT TO SHARE INFORMATION YES OR NO
CHILDREN & FAMILIES SERVICES			
HEALTH & MENTAL HEALTH SERVICES			
CONNEXIONS			
EDUCATION / COLLEGE			
DRUG & ALCOHOL SERVICE (community/prison/treatment)			
ANY OTHER AGENCY/SERVICE Please state			

SECTION 6 YOT USE ONLY

PLEASE POST THIS REFERRAL FORM WITH THE INTERVENTION PLAN, PSR OR ASSET

TYPE OF ORDER:	DOCUMENTS INCLUDED (Please tick)
LENGTH OF ORDER:	INTERVENTION PLAN <input type="checkbox"/> ASSET <input type="checkbox"/> PSR <input type="checkbox"/>
SPECIALIST ASSESSMENT REQUIRED YES / NO	INFORMATION & ADVICE REQUIRED YES / NO

SECTION 7 SIGNATURES

YOUNG PERSON	
DOES THE YOUNG PERSON CONSENT TO BEING CONTACTED:	BY ADDRESS <input type="checkbox"/> BY PHONE <input type="checkbox"/>
PARENT (If young person is under 13)	
REFERRER	
DATE REFFERAL FORM IS COMPLETED	
Office use only	Date received: / / Received by:

