



Alcohol & Drug Misuse Policy (Students)

Safeguarding and Child Protection Information

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Senior Designated Safeguarding Person: (SDSP)	Anne Entwistle, Vice Principal
Designated Safeguarding Person: (DSP)	Jo de Louvois, Student Welfare Manager
Nominated Safeguarding Governor:	Daniela Shanly

This policy should be interpreted in the context of other relevant College Policies and Procedures, particularly BCA Safeguarding Child Protection and Safeguarding Policy (December 2017), BCA Safeguarding Annual Audit (December 2017) and the Single Equality Scheme (October 2017).

Purpose

Providing high quality education that gives our students the knowledge, skills and experience to be successful in their chosen career.

BCA Equality and Diversity Ethos Statement

This policy and procedure is subject to The Equality Act 2010. The College is fully committed to promoting, maintaining and supporting equality and diversity in all aspects of its work. The College aims to create an environment where all individuals have the opportunity to achieve their full potential, and gain a feeling of self-esteem and respect for and from all others. The College expresses its opposition to all forms of inequality and discrimination.

Policy Statement

The College believes that the misuse of drugs is detrimental to the health and well-being of individuals and adversely affects the safe and efficient working of the College, its students and staff.

The College accepts its legal responsibility under the Misuse of Drugs Act 1971 and will not tolerate the use or supply of any illegal drugs, or the misuse of alcohol or volatile substances on its premises. The College will put in place appropriate preventative strategies and instigate disciplinary procedures where this rule is breached.

Definitions

For the purposes of this policy, the term 'Drugs' refers to all controlled drugs listed under the Misuse of Drugs Act 1971.

Strategy

To achieve this we will:

- Ensure that all staff are aware of their responsibilities
- Provide information about alcohol and drugs
- Produce clear guidelines for staff to follow if they suspect intoxication
- Refer any student appropriately to the support services

Operational Outcomes

As a result of this strategy:

- All staff will be aware of and familiar with alcohol and drugs guidelines
- Clear procedures will be followed for taking disciplinary action with learners
- Information and sources of support will be made available to students through the Student Support Team

Responsibility for Implementation:

All staff have a responsibility for taking action if they observe and/or are told about substance misuse/intoxication.

ALCOHOL & DRUGS MISUSE GUIDANCE PROCEDURES (STUDENTS)

BCA treats the misuse of any substances, including alcohol, illegal drugs, legal/herbal highs, over the counter and prescribed medicine and volatile substances seriously.

The possession onsite of illegal substances or any substance with intention to misuse is strictly forbidden. Possession of paraphernalia associated with substance abuse is also forbidden. The College will take disciplinary action where rules have been breached, and will report incidents to the police where appropriate.

The College recognises the difference between casual use and dependency and will educate, support and take any behaviour action accordingly.

Guidance for Staff

If a student informs a member of staff of a personal substance misuse dependency or of a friend or relatives problems they should be referred to the Student Welfare Manager for confidential support. If the student does not wish to access support through the College then the member of staff can access information about external services and advice on how to work with the student through the Student Welfare Manager.

Cases where a student informs a member of staff that a caregivers' substance misuse problems are having a significant impact on them or another child or vulnerable adults' wellbeing, should be referred immediately to a the Student Welfare Manager.

Where a student is experimenting or casually using/ misusing substances, information and advice on health and legal matters can be accessed through the Student Welfare Manager. In situations where substance misuse appears to be commonplace among a group of students a tutorial session can be arranged for the group, supported by the Student Services Team.

If a student gives you information about a member of staff's substance misuse it should be reported confidentially to the Vice Principal.

Discovery of Drugs on College Premises – Guidance for Staff

When drugs are located on College premises the member of staff that makes the discovery should make no attempt to move the drugs without a second adult witness being present.

The Student Welfare Manager should be contacted who will arrange for the removal and storage in the College safe until such time as it can be handed to a person who is legally able to take custody of it.

In situations where a very small amount of drugs has been discovered the Student Welfare Manager/Vice Principal may authorise its safe disposal without contacting the police.

Suspicious Activity

Any concern of the suspicious activity should be immediately reported to the Student Welfare manager or the Student Development Officers who will investigate the concern.

Alcohol

Alcohol consumption by students or staff is not allowed.

Intoxication

All incidents of intoxication should be reported to a member of the Student Services Team who, where necessary, will arrange support, disciplinary action and searches of the individual.

In situations where a student is or appears to be intoxicated they will not be allowed to engage in learning activities or have the use of College facilities. An appropriate parent/carer will be asked to collect the young person.

Where a student is intoxicated the priority is their personal safety and that of others. When they are deemed to be unable to take care of themselves they should, where possible, be escorted to the associated HoD or a quiet area until they are deemed safe enough to go home or be collected by a parent /carer.

Where the intoxicated student is a 14-16 student, the Schools HoD should be contacted, who will contact the student's school and parent/carer as necessary.

Searches

It is lawful to search students where there are reasonable grounds to suspect a student is in possession of items which may be illegal or pose a threat to safety or may cause disorder. Such searches would usually involve emptying pockets or having bags searched by designated staff who are appropriately trained. There should be two members of staff present; ensuring that one of the members of staff is the same sex as the student.

Medicine

Where a student is required to carry and take medication whilst on site, the College recommends that only enough medication for the day is brought with them.

The College will confiscate medication where it believes the student carrying the medication intends to use it to cause significant harm to themselves or others.

Where it appears that medicine is being sold illegally the College will contact the police and the student will be suspended pending investigation.

Trips

If an incident of being in possession or being under the influence occurs whilst being on a College trip or excursion, the student's parents/carers will be contacted and asked to collect the student. Where this is not possible the incident should be dealt with on return to College.