

# Substance Misuse Policy (Students)

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## **The College has a safe and respectful culture and works proactively to protect students from substance misuse.**

### **1. Scope and Purpose of this policy**

In the context of this policy and procedure, a drug is any substance that affects the way in which the body functions physically, emotionally or mentally.

The purpose of the policy is to help provide the framework to:

- Ensure a safe learning environment, which protects students, their families, Wiltshire College and University Centre (WCUC) and its staff from the damaging effects of substance misuse.
- Raise awareness of the issues relating to the misuse of these substances and the support available locally for those seeking help.
- Assist in safeguarding our student community and commitment to providing a safe and healthy working and learning environment.
- Ensure an appropriate response is taken should anyone be found either under the influence of substances, in possession of substances or dealing substances.

The policy recognises the legal duties and responsibilities around substance misuse and does not condone the use of illegal substances or the misuse of prescription drugs.

WCUC is committed to providing appropriate support services and information to its students in relation to alcohol and substance misuse through the personal social development sessions, enrichment and wellbeing processes and referral to external agencies.

For the purpose 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, LSD etc)

### **2. Accountabilities**

It is the responsibility of the Board of Governors and Principal to ensure that all reasonable steps are taken to ensure the health safety and wellbeing of all students at WCUC.

WCUC 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 personal social development framework and enrichment programme for students.

### **3. Process/procedure/implementation**

3.1 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 with college premises. Incidents involving substance misuse should not be viewed as just the responsibility of a small number of individuals within WCUC. Information regarding outside specialist services can be obtained through the Safeguarding Team.

If a member of staff suspects a student of being under the influence of a substance whilst at college, they should take the following action:

- Discuss suspicions of substance misuse with the student in a clearly visible safe area (with a witness if deemed appropriate)
- Make arrangements with the knowledge of the Head of Faculty (HoF) or Deputy Head (DH) to inform parents/guardians/carers of those under 18 and arrange for student to be collected or sent home with parental permission because there is “reason to believe that the uncharacteristic behaviour from the student is making it unsafe for them to be at college for both themselves and others”.
- If student is over 18, the staff member should seek the student’s permission to inform their parents or allow them to telephone parents themselves to ensure their safety.
- Students should not be allowed to drive home.
- An account of the incident and actions taken must be logged onto MyConcern.
- The incident must be followed up by curriculum with appropriate disciplinary action in line with the Positive Behaviour Policy.

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

- Seek medical help at once by calling 999.
- Let Reception know that an ambulance has been called to site and who to contact when they arrive.
- If possible, confiscate any drugs with a witness present and give a sample to the ambulance crew.
- Inform a member of the Senior Leadership Team (SLT) immediately.
- Inform parents/guardians or emergency contact if under 18.
- If student is over 18, if possible, seek permission from the student to inform parents/guardians or an emergency contact. If this is not possible inform the Designated Safeguarding Lead or Campus Safeguarding Lead.
- For Pre-16 students inform the School Liaison and Admissions Manager.
- Record the incident on MyConcern.
- Arrange a meeting with student, parent/guardian/carer to take place prior to any return to campus which may result in disciplinary action.

### **3.3 Under the influence of, supplying or bringing illegal substances onto college premises:**

Member of staff should interview student as soon as possible and make a record of the investigation on MyConcern along with recording any actions taken. Members of staff have a duty to report all suspected breaches of substance abuse or dealing of substances:

Following the investigation, the following action/s will be instigated:

- Involvement of parents/guardians/carers for those under 18.
- HoF/DH decides to instigate a formal sanction, in line with the Positive Behaviour Policy.
- Students may be suspended in accordance with the Positive Behaviour Policy pending a formal disciplinary hearing.
- Referral may be made to the Campus Safeguarding Lead for help and support.

3.4 Where illegal substances are supplied or brought onto college premises the police may be informed (which may result in prosecution) especially if it is felt staff and students are at serious risk. The Principal and Vice Principals are to be informed as appropriate.

3.5 If the police have to be summoned to an incident, College staff should manage the individuals without putting themselves at risk until the police take charge of the situation.

Where suspects are under the age of 18 parents/guardians/carers must be informed and students over 18 should be requested to contact parents/guardians/carers.

3.6 A clear and comprehensive record of the incident and actions taken should be kept and recorded on MyConcern including crime reference and details.

3.7 SLT, Designated Safeguarding Lead (DSL), Campus Safeguarding Lead (CSL) or Security staff may conduct a search of a student suspected of possessing drugs, with at least one witness present (refer to Search, Screening and Confiscation Policy). A search involves the student turning out their bag(s) and the pockets of their clothing and removing their shoes. If the student has a locker this may also be searched. Searches should be carried out with tact and sensitivity and will consider 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, SLT, DSL/CSL or Security staff should consider calling the Police on 101 for them to attend college to conduct a search or consult the a member of SLT, who may decide to suspend the student prior to a meeting with the student and their parents/guardian/carer.

### **3.8 Persons other than college students found to be involved in the selling of substances on college premises:**

The police should be informed if other persons are suspected of selling illegal substances on Campus. As much information as possible should be gathered and given to the police. The Principal and SLT to be informed as appropriate. Crime reference and details should be recorded.

### **3.9 A student/member of staff discovers substances worthy of investigation on college premises:**

This should be reported immediately to an appropriate member of the College Management Group (CMG) who make take the following action as appropriate:

- Remove the substance from where it was discovered in the presence of a witness and follow police advice on how it should be disposed of.
- Record time date and nature of substance and where it was found and a description of what it looks like.
- In the event of a discovery of any associated substance misuse equipment, especially needles and syringes, call the Estates team for safe disposal.

### **3.10 Action to be taken if a student confides in a member of staff about substance abuse/misuse:**

Students who feel they have problems may first confide in their tutor/curriculum team or member of staff they trust.

At the beginning of the discussion, the student should be told that confidentiality cannot be guaranteed. This depends on the nature of what they are about to disclose, and the student should understand this before they begin. They should also know that the aim is to provide help and guidance if possible but if a student admits they are involved in organised dealing with no wish to discontinue, action will have to be taken in the interests of other students.

If a member of staff does not feel they are the best person to advise the student member, then they should inform them and help them to obtain support elsewhere. This would normally be the CSL to make the appropriate referral.

The member of staff will refer the student to the Safeguarding team to assess the individual case and offer the appropriate support both internally and through external agencies.

Students staying in college residential accommodation must abide by the terms of their Licence to Occupy in addition to policy. These terms are copied below:

### **Residential Accommodation**

#### **Alcohol**

- (i) Over 18s are treated as adults in line with the current legislation and as such are expected to adhere to the College's Safe and Respectful culture and make the appropriate adult decisions.
- (ii) Students under the age of 18 are not permitted to consume or be under the influence of alcohol or illegal substances at any time whilst under the supervision of college staff and/or on campus. Alcohol may not be consumed or stored in under-18s residential accommodation by any underage student.

### **Control of Substances Hazardous to Health Regulations 2002**

- (i) Students under the age of 18 who are in accommodation – the College reserves the right to pour away any alcohol we obtain through breach of the Code of Conduct/License to Occupy.
- (ii) Students over the age of 18 who are in accommodation are permitted to consume and store alcohol in their room only. They are not allowed guests in rooms. Over 18's are adults and we do not search their rooms for legal alcohol.
- (iii) Students must not brew their own alcohol, undertake illegal activities or those which may be deemed to jeopardise the safety of other students in the Halls of Residence.

### **Drugs/illegal substances**

- (i) All students must comply with The College's zero tolerance on drugs. The College reserves the right to search student's outer clothing, and to inspect rooms and other college property e.g.: lockers or cars if there are any suspicions that drugs may be found on the premises. Students could be removed from their rooms, their key taken from them and the Police called if necessary. Parents of students under the age of 18 will be called as soon as possible.
- (ii) If students are found to be in contravention of the policy disciplinary action will follow which will result in the students place on their course, and in accommodation if applicable, at risk.
- (iii) Residents must not allow their room to be used for the abuse or storage of substances described in the Misuse of Drugs Act, 1971.
- (iv) If students require the support of a counsellor or liaison with external support agencies, they must disclose any on-going issues with illegal substances immediately to a member of staff. Support will be offered but any student caught in possession or under the influence of illegal substances on campus or whilst under college supervision at any time will face disciplinary action in line with the Positive Behaviour Policy.

## **3. Associated Documents**

- Wiltshire College Positive Behaviour Policy
- Wiltshire College Student Code of Conduct

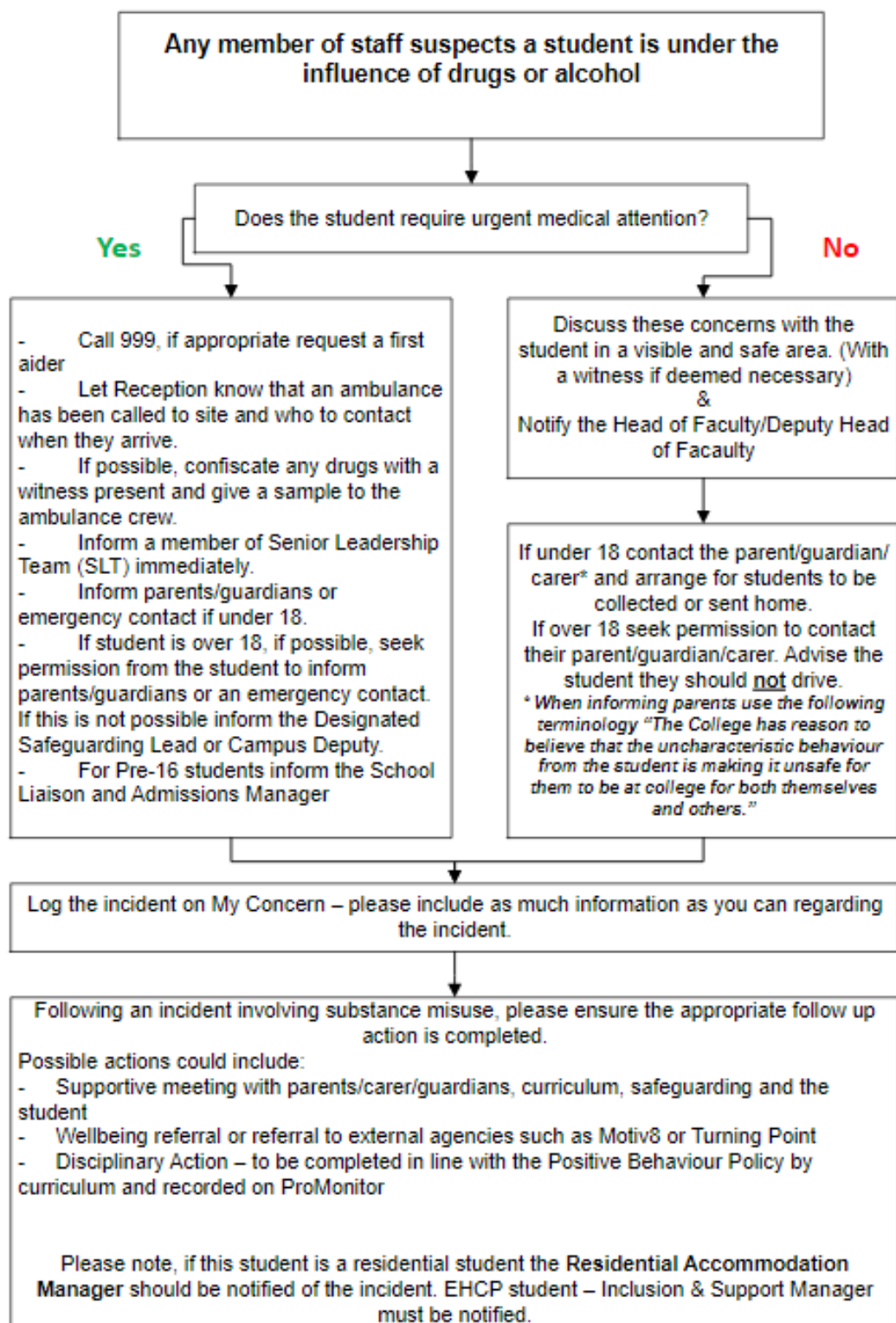
- Wiltshire College Safeguarding Policy
- Wiltshire College Licence to Occupy Lackham and Salisbury Campuses

## 4. Substance Misuse Procedure

### Student – Suspicion of Being Under the Influence

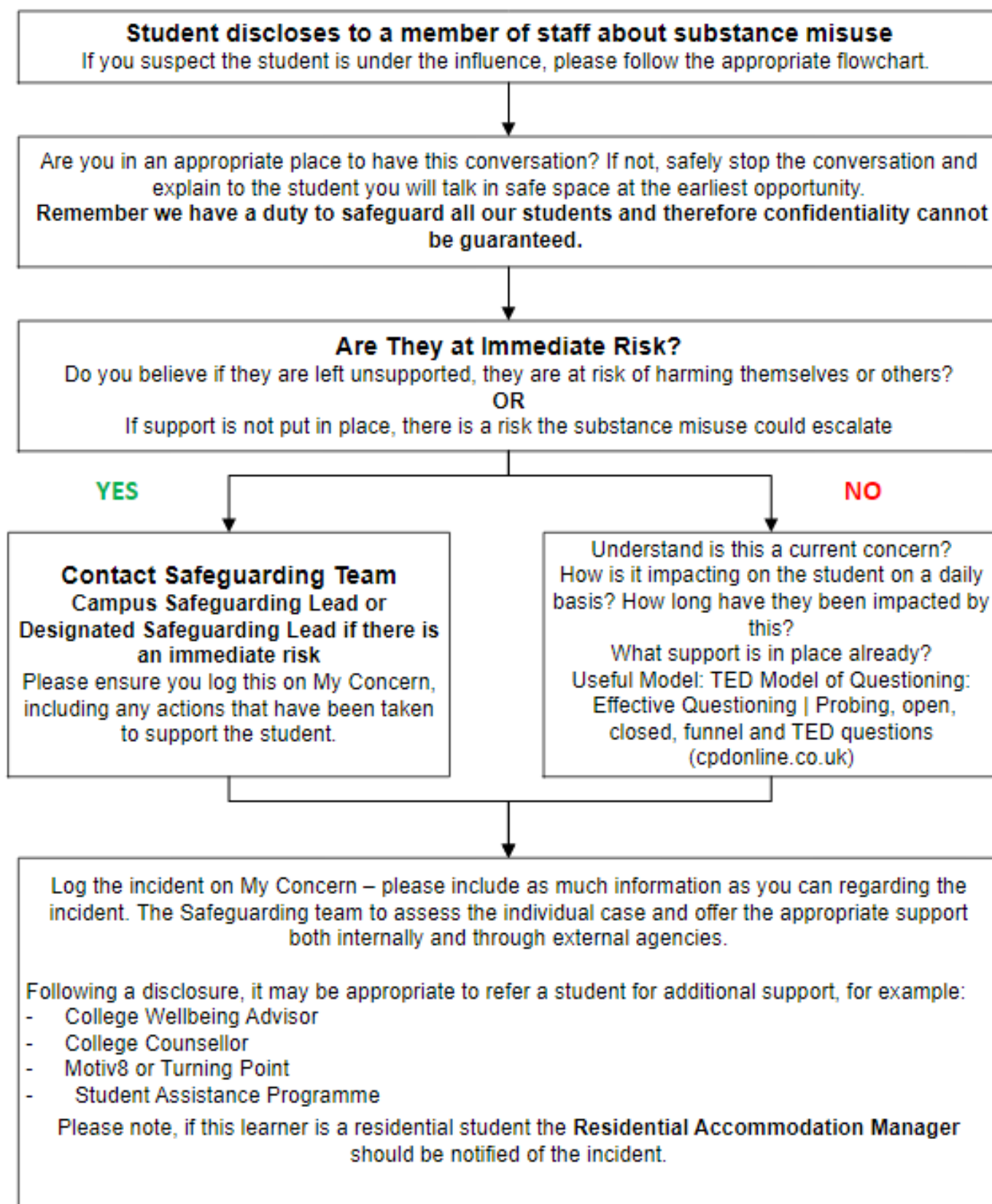
If you believe a student is under the influence of drugs or alcohol it is the responsibility of all staff to take action.

Please liaise with your Line Manager or Campus Safeguarding lead if you are unsure or require support.





# Student – Disclosure of Substance Misuse



## 6. Equality Statement

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim

## 7. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

## 8. Policy Review and Ownership

This document is owned and managed by the Safeguarding and Tutorial Manager. The policy will be reviewed and amended as required, and at least every two years by Safeguarding and Tutorial Manager or appropriate substitute.

## 9. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	18/12/2019	Approved by SLG and issued	Jo Kelly
V1.1	21/03/2022	Reviewed – minor changes made	Jo Kelly
V1.2	19/05/2023	Reviewed – Minor changes including team names and job titles	Jo Kelly