



Student Alcohol, Drugs and Other Intoxicating Substances Policy and Procedures

The purpose of this policy is to support staff to be able to deal promptly and rigorously with any drug or alcohol related incidents and provide appropriate intervention for students to provide support and behaviour management strategies. This policy is intended to help ensure that Myerscough College is consistent in the way it tackles instances of alcohol and substance misuse. This includes consistency in terms of its legal obligations, support for staff and students and internal procedures.

This policy recognises that the College has legal duties in relation to illegal substances and does not condone the use of substances however does acknowledge that we have a duty as an educational establishment to provide help and support.

Staff are reminded that drug misuse is a possible indicator of abuse or exploitation (e.g. County Lines / criminal exploitation, domestic abuse) and the Child Protection and Safeguarding Policy should be read in alongside this policy.

This policy is also to inform students of the College policy on drugs and alcohol and the expected behaviours, potential consequences and available support.

1. Policy Statement

The College will:

- Provide information, education and training to students about the implications of alcohol and legal / illegal drugs. Informed, responsible and healthy choices.
- A process of staff development enabling all staff to be aware of the effects of drugs (including alcohol) and to identify those students who may have a drug or alcohol related problem and to be confident to tackle the issue of drugs and alcohol with students.
- Addressing the issue of drugs through the curriculum, tutorial programme and student support and safeguarding teams
- Take all steps to prevent students from taking or misusing substances of any kind to maintain a safe learning, living and work environment.
- Provide a process and environment where appropriate help and treatment for students who perceive themselves can be accessed or whom the College perceives, as having a problem with alcohol or their drug use.
- Providing a College Student Support and Safeguarding Team and Residential Support Team.
- Offer support, and referrals where appropriate, to students who disclose or who have identified difficulties with substance use. Linking with relevant helping agencies through the Support and Safeguarding team, Residential Support Team, Inclusive Learning, trained staff, and Counsellors.
- Ensure that students and other stakeholders (including parents/ guardians, employers) fully understand the expectations and consequences of substance and alcohol related incidents.
- Implementation of effective Positive Behaviour Management strategies and liaison with parents, carers, employers as appropriate
- Take all possible steps to prevent the supply of illegal drugs to students on the College campus including in Residency.
- Respond swiftly to concerns or drug related incidents in line with this policy and the Student Positive Behaviour Policy.
- Working collaboratively with the Police.

The College will uphold the criminal law on drug use in relation to students and others on College property.

The College will comply with:

- The Misuse of Drugs Act 1971
- Health and Safety at Work Act 1974
- Psychoactive Substances Act 2016

2. Scope

This policy relates to all students of the College including apprentices. Work-based students are of employed status; hence the employer's policy of drugs and alcohol may work alongside the College Drugs and Alcohol Policy depending on the individual circumstances of the incident.

Collaboration with the employer will ensure that both policies and procedures are followed to ensure safety is maintained and appropriate actions and support are provided.

This policy includes students in residency, on work placement or educational trips (including college transport) or in any situation where the College is in lawful control of a student.

A drug is defined as a chemical substance which can change the way a human body works, either physiologically or psychologically. Within this definition fall the legal substances, as well but not limited to any solvent, volatile substance or other chemical which is intended to be used for mind altering purposes, such as lighter fuels, adhesives, aerosol deodorants etc when misused; and illegal substances such as spice this includes those substances in the Psychoactive Substance Act 2016 (NPS), nitrous oxide, ketamine, ecstasy, heroin, cocaine, methamphetamine and Cannabis.

For the purposes of this policy, the term 'drug' also refers to prescription medicine being used in a manner other than prescribed.

Being in possession of drugs on the College premises or on College related activity refers to carrying of drugs or storing drugs for someone else.

Supplying drugs on the College premises or College related activity refers to the passing of drugs to others, even where no money has exchanged hands.

Drugs and Other Intoxicating Substances

It is College policy that the use, possession, supply or production of illegal, or other intoxicating substances, (Including The Psychoactive Substances Act 2016) will not be tolerated. The College does however recognise our duty in supporting the early identification and help in relation to the health and wellbeing of all our students which may result in managing behaviour and supporting students to make responsible and reasonable choices.

The management of alcohol and drug related incidents will be dealt with in line with the Positive Behaviour Policy.

College staff are therefore instructed to co-operate and to actively involve the police in all cases where drug abuse is suspected. Where the abuse of other intoxicating substances is suspected but no criminal offence is committed the incident will be dealt with under the Student Disciplinary Code.

Alcohol

In the interest of the safety and welfare of all students the College will impose additional restrictions as necessary on the use of alcohol in any part of the College. Breach of these regulations will be dealt with under the Student Positive Behaviour Policy.

Any student under the influence of alcohol in the learning environment will be immediately removed from that area into a place of safety.

It is recognised that residential students in the Residential Village (over 18s) will consume alcohol. The Residential Support are experienced in managing the health and safety of residential students under the influence of alcohol and implementing necessary first aid, emergency and behaviour management interventions. Any consumption of alcohol by under 18-year-old students is addressed under the Positive Behaviour Policy and parents are informed.

Under 18-year-olds will not be permitted to drink alcohol on any College trips. Over 18s cannot be prohibited to drink alcohol on College trips unless industry or Country legislation permits; however, trip risk assessment will identify the use of alcohol and drugs for each trip and activity including residential activities. Any misuse of alcohol on any trip or activity will be dealt with in line with College Positive Behaviour Policy and Procedures.

It is forbidden to consume any form of alcohol in any of the outdoor areas of the College. In addition, consumption of alcohol is expressly forbidden during any activities associated with the student's curriculum. This includes, but is not limited to, all timetabled sessions and formal curriculum visits outside the College.

- Students may not engage in the production or sale of alcoholic substances (except in the case where students are involved with Licensed College venues).
- Students under 18 may not purchase alcohol in any of the College's Licensed venues.
- Students under 18 may not possess or consume alcohol.
- Students over 18 years of age may purchase alcohol in any of the College's Licensed venues. They are expressly forbidden however from purchasing alcohol for the purposes of supply to under 18-year-old students.
- Serious incapacity (drunkenness) as a consequence of excessive alcohol consumption is regarded as a breach of discipline and in such cases the College reserves the right to implement disciplinary procedures under the Student Disciplinary Code if this is deemed appropriate.

3. Responsibilities

All staff have a responsibility to be aware of their roles in the early identification of alcohol or drug related issues and dealing with any incidents rigorously and timely.

In matters concerned with the use of illegal or intoxicating substances it will be the responsibility of the Vice Principal & Deputy Chief Executive to ensure the compliance with the requirements of this policy.

In all practical matters:

The Residential Support Manager will supervise any College response to incidents involving students in residence.

Heads of Assistant Heads of Curriculum or the Student Support and Safeguarding Teams will deal with incidents during the College day.

The Health and Safety Advisor will advise on all health and safety related matters and any related search or screening in line with College Search and Screening Policy.

4. Implementation and Procedure

- The use of alcohol, drugs and other mind-altering substances on college premises, transport, activities, or at any time during the College day is strictly forbidden.
The safety and welfare of our students is our primary concern and any actions taken with regards to alcohol or drug use will be implemented after the College is sure that any immediate first aid or health needs are attended to.
- Any student found to be in possession of drugs or drug paraphernalia, using, or showing the effects of alcoholic drinks, drugs or a New Psychoactive Substance (NPS), will be dealt with immediately (see appendix 1 for dealing with a student under the influence).
- The student will be suspended with immediate effect, pending investigation as they would not be fit to remain in College or stay in residence until arrangements can be made or other arrangements as agreed with the Residential Support Manager.
- If evidence substantiates that the student was under the influence or in possession of alcohol or drugs, they will be subject to the Student Positive Behaviour procedures and they may face permanent exclusion. The College will contact the Police under certain circumstances.
- If the student recognises they need support, the College may agree to the student continuing with their studies as long as they are actively accepting support from specialist services. Any subsequent instances of the student being under the influence or in possession of alcohol or substances would most probably result in exclusion.
- Any student found supplying drugs of any kind, will immediately be suspended pending an investigation, in line with the student Positive Behaviour procedures. The College will inform the relevant Police Constabulary and provide full co-operation in any criminal proceeding, should the investigation substantiate that the student was dealing. The Head of Area and Assistant Principal must be informed.
- Any student suspected of being in possession of controlled drugs once inside the college premises will be subject to a search as a condition of being on and remaining on the college premises. This search will be carried out either by a nominated person named in the search policy, or by the police. Searches are with the consent of the student only. Should no consent be forthcoming, then the student should be asked to leave the premises and the police informed. In the case where this is a work-based student, the Employer will also be informed.
- Students who do not give consent to a search may be subject to disciplinary action.
- All incidents will be recorded on ProMonitor as appropriate.
- Awareness raising sessions and activities to help educate students into understanding the effects of drugs, both legal and illegal will be provided to students, so that they are aware of the consequences of drug use and are also able to make informed decisions about drug use.

- The Student Support and Safeguarding teams (including Residential Support) and college counsellors will offer full and confidential support including referrals to appropriate agencies to all students who are seeking help in resolving a drug or alcohol related problem. It may not be possible to uphold complete confidentiality if students are considered to be a danger to themselves or others (see confidentiality section).

Students who are in receipt of support from a professional drugs agency for support with misuse will be supported by Myerscough College. The information will be treated as confidential and will only be shared on a strictly need to know basis. This does not extend to knowledge of being in possession of or under the influence of illegal substances or other or alcohol on the College premises.

Any student who informs a member of staff that they have a drugs or alcohol problem and would like support to overcome their problem will be supported by the College to access professional support. This does not extend to knowledge of being in possession of illegal substances or alcohol on the College premises or on College related activity.

4.1 Suspicions of Drug, Alcohol and other Intoxicating Substance Abuse

Where the College has legitimate grounds for suspecting the abuse of substances the College authorities may call the police and/or other relevant agencies. In addition, the right is reserved to search any person, bags, vehicle, possessions or room at any time in this respect. Where residential accommodation or vehicle is searched the occupant(s) will have the right to be present.

4.2 Supply or Production of Intoxicating Substances

If a member of staff observes, or suspects, anyone of supplying or producing intoxicating substances they should immediately notify the Residential Support Manager or Head of Area/Centre. The Residential Support Manager or Head of Area/Centre will act immediately to inform the police and to pass on any information which s/he feels to be relevant. The procedure above should then be followed, with the exception that any investigation will be carried out by the police.

4.3 Recognising and Removing Drugs

The recognition and identification of controlled substances and associated equipment is a matter for experienced and qualified individuals. The identification of substances should be carried out at an early stage in any investigation. The police will assist in the identification of substances.

Residential Support Officers responsible for residential accommodation, or any other member of staff who has carried out training in accordance with the 'Stop and Search Policy' with the Principal's express consent, are authorised to carry out a search of a student's room, belongings, vehicle or person, if they have reasonable suspicions illegal or intoxicating substances are being stored outside of the conditions of this procedure. This does not authorise routine room searches of a speculative nature.

Staff are specifically authorised to remove substances from students if they have reasonable grounds to believe that they may be drugs or other intoxicating substances.

If any member of staff is given, finds or confiscates illegal drugs or injecting equipment, the following procedures should be followed:

- Any known drug or suspect substance should be passed at the earliest opportunity, to the Residential Support Manager (RSM, Preston Campus); Head of Centre (Croxteth) Assistant Head of Area (Blackburn), Programme Leaders¹. (All other Centres) who will hand the substance to the police for disposal if required. All Centres to inform the RSM or Health and Safety Advisor.
- Records will be kept and held by the Residential Support manager of any substances found.
- It is not illegal to possess injecting equipment. However, because of the health risk, possibly from the HIV virus, but more likely from Hepatitis, injecting equipment should be disposed of carefully. Specific details of Health and Safety arrangements will be agreed with the College's Health and Safety Advisor.

5. Support and Referrals

Any member of staff who suspects a student of having a problem related to illegal drugs, alcohol or other substances, should provide initial support and refer to the Student support and safeguarding team or other trained member of staff.

Staff must consider the vulnerability of the student and always be vigilant for signs and behaviours that may indicate that there are safeguarding or other health and welfare concerns.

The College acknowledges that support for drug and alcohol use is an effective treatment and support intervention and works with both national and local drug and alcohol agencies providing a range of support, whether that be credible information, access and intervention by a member of the support and safeguarding team, support with a referral or by providing a safe space to attend / speak with specialist agencies.

We are with You:

<https://www.wearewithyou.org.uk/> (Previous Addaction)

5.1 Student Support and Safeguarding

Alcohol and substance use require specific support and intervention to enable the person to make healthy and safe decisions and or manage or deal with any contributory or contextual circumstances surrounding the use of alcohol or substances. Student support and safeguarding staff are trained to support individuals to provide appropriate support and access to referral to other agencies.

5.2 College Counselling Services

The college has a College counselling team with BACP registered counsellors. Our counsellors can provide free confidential counselling therapeutic sessions either face to face or online to students regardless of what and where students study.

The College can also support with the referral to other counselling and therapeutic support services, such as Remploy for support for apprentices and their employers.

<https://www.remplo.co.uk/employers/mental-health-and-wellbeing/access-work-mental-health-support-service-apprentices>

5.3 Confidentiality

Staff need to build trusting relationship to support students and any breach of that trust will be carefully considered. Staff must always be clear about the degree of confidentiality an individual can expect in particular in relation to illegal and other substance use. The Support and Safeguarding team are key to decision making in relation to supporting the level of confidentiality.

The College is committed to respecting the right to confidentiality of all students and information disclosed will be in line with national and local information sharing protocols. Working Together to Safeguard Children, Keeping Children Safe in education enables practitioners and agencies to share information to identify and provide appropriate services that safeguard and promote the welfare of children. Further information can be found : [Information Sharing 2018](#).

The principle of maintaining confidentiality may not apply if there is a serious concern that there may be a threat to the safety or life of a student or other or if it involves the investigation of a crime or is otherwise required by the operation of law.

In order for staff to be able to safely and effectively support students effectively, the wellbeing of students may be discussed in support meetings and will be treated with confidence and on a need-to-know basis.

In order to comply with confidentiality principles and maintaining safe practice, College staff must take all necessary precautions to ensure the safe-keeping and accuracy of all records containing personal information including electronic personal information about students. When information is recorded or shared, the terminology used must be respectful of the student and should focus on their needs and evidenced conditions or diagnosis rather than on labelling.

Confidentiality about substance abuse will not be promised if there is an immediate and significant risk to any person or if the member of staff believes that an illegal activity will continue or begin to take place as a result. If under 18yr old students are under the influence of drugs or alcohol on site, the parent or guardian should be informed.

Students who are under the age of 18 requesting support for drug and alcohol will be assessed on an individual basis by the Support and Safeguarding team in line with Fraser Guidelines, Drug and Alcohol Service recommendations and consent / referral pathways and other information sharing protocols in the best interests of the young person,

Staff will, where appropriate, maintain confidentiality about sources of information providing this does not involve any illegal activity by the informant.

It is an offence, however, to knowingly give false information if questioned by the police about an offence that has been witnessed.

5.4 Working with the Police

The College will always respond by informing the police at an early stage in cases where there is evidence that any person on the premises is supplying or producing drugs.

Where there are suspicions of drug/substance abuse on College premises, the College may call the police and/or other agency and reserve the right to search any person, vehicles, bags, possessions or room in line with College Search and Screening Policy. Where residential accommodation or a vehicle is searched the occupant(s) will have the right to be present.

If possible, police should be offered the use of a private interview room to see if they require to see any person involved in an incident and required for interview. The student should be offered support by College staff during any meetings with the Police however this decision should be on an individual basis.

If possible and appropriate, the parents of under 18s should be informed. Meetings with the police officers should be recorded on ProMonitor with consideration for appropriate levels of confidentiality.

6. Visitors

If a member of the public who is visiting or using the College facilities and appears to be under the influences of alcohol or substances should be escorted off the premises. Security staff should be informed to manage the incident. Police assistance should be called for if the visitor becomes violent or non-compliant.

Documents Associated with this Policy

- Child Protection and Safeguarding Policy and Procedure
- Living in Halls Booklets
- Positive Behaviour Policy and Procedure
- Student Search and Screening Policy and Procedures



A Student Appearing to be Under the Influence of Drugs or Alcohol

IT MAY BE APPROPRIATE TO SEEK MEDICAL ADVICE FOR THE STUDENT/S

If an overdose is suspected and the person is unconscious, emergency services must be contacted immediately.

All reports of any overdose must be dealt with as a matter of urgency (even if the person looks well) and contacting a first aider and member of the student support or residency team.

Where a student appears to be under the influence of drugs or alcohol:

1. The student should not be allowed to remain in the class, workshop or practical session.
2. The tutor in conjunction with a relevant member of staff *(see list at bottom of this sheet) must decide whether to send the student home or to keep the student in college for their own safety.

If the decision is made to send the student home, follow the procedure for sending unwell students home which includes contacting parents or carers.

If the student is to remain on the premises for their own safety, they need to be supervised at all times, eg, the Core (Preston or Liverpool), Inclusive Learning or the most appropriate rooms for the student to remain. A member of the Student Support and Safeguarding team must be informed, and a First Aider called if needed. Assumptions must not be made, and all first aid assessments should be carried out and any checks for medical conditions (medi alerts, student information systems).

3. If the student appears to be aggressive or at risk of endangering themselves or others, the Police should be called, and Reception informed so that they are able to direct the police when they arrive.
4. The incident will be recorded on ProMonitor.
5. Any illegal substance found should be logged should be described in terms of appearance rather than named as a specific drug. Any confiscated drugs should be sealed in a sealed envelope with the description, time, date and staff name.

This should then be handed to the Residential Support Manager, Safeguarding and Support Manager, Director of Student Support, where it will be locked away until it can be removed by Police, or the Police give instruction on how the substance should be destroyed. It is not acceptable for staff to remain in possession of these substances for any period of time as to do so, would constitute an offence under the Misuse of Drugs Act 1971.

6. The incident will be managed using the College's Positive Behaviour Policy and Procedure by the Assistant Head / Head of Area and/or Residential Support Manager.
7. Staff are specifically authorised to remove alcohol from students who are in possession of alcohol outside of the conditions of this policy. This alcohol must be destroyed by the member of staff and a record kept of its destruction, which must be witnessed.

Relevant Members of Staff:

- Health and Safety Advisor
- Preston: Residential Support Manager, Student Safeguarding and Support Manager, Director of Student Support and Welfare
- Heads of Area
- Assistant Principals

Centres:

- Blackburn (Witton) – Assistant Head
- Liverpool (Croxteth) – Assistant Principal and Assistant Head
- Old Trafford – Tutors and Assistant Head
- Warrington – Programme Leader

Residential Students

Residential Support Staff are experienced in and competent in managing students who are under the influence of alcohol and other substances.

- First aid measures to be employed.
- Safety remains paramount at all times.
- Decision making as to what is in the best interests of the student, this may involve contacting emergency services.
- Incident to be logged and recorded on night report and ProMonitor.
- SA1 to be completed if the student is under 18 or any other safeguarding or welfare concerns about any over 18-year-old students.
- The incident will be managed by the Residential Support Manager using the College Positive Behaviour Policy and in liaison with Curriculum team.
- Any searches of residential accommodation will be carried out in line with the College Search and Screening Policy

Document History			
Author:	Director of Student Support and Welfare	Ref and Document Version:	Alcohol, Drugs and Other Intoxicating Substances Policy and Procedure - V3
Approval:	Senior Leadership Team	Approval Date:	February 2021
Review Date:	February 2024		
Publication:	Staff Intranet Student Intranet		
Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks:			
Framework		Framework Section Reference(s)	
EIF/ SCCIF			
MATRIX			
QAA			
QIA			
ESFA			
Key Changes to Document:			
Re-write of policy			

All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

Safeguarding and Prevent

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our students, staff and visitors to ensure that no one feels excluded or disadvantaged.*