

# Drugs, Alcohol and Substance Misuse Policy (TRC)



**Title:** Drugs, Alcohol and Substance Misuse Policy

**Policy Date:** February 2022

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## Cross Ref to other Policies/Procedures:

1. Staff Disciplinary Policy
2. Student Disciplinary Policy

## Publication:

Staff area of Intranet



Student and Public area of Intranet



## Impact Assessment:

Leader: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Introduction

As an educational institution the College has a responsibility to provide a healthy and safe environment for both staff and students. We endeavour to increase our knowledge and understanding in all fields including the use and misuse of drugs, alcohol and legal highs.

Current research indicates that the use of drugs, both legal and illegal, has risen amongst young people. As part of the College's care and welfare of its staff and students we believe we have to share the responsibility with parents and the community to educate our students about the risks and consequences of drug and alcohol use and misuse, encouraging students to make healthy informed choices.

Our commitment

- Upholding other policies already in place ie Health and Safety, Disciplinary, First Aid.
- Providing a safe and healthy environment which is conducive to education.
- Educating students on the dangers of drug and alcohol misuse.
- Ensure a consistent approach to managing drug and alcohol related incidents
- Ensure that staff and students experiencing difficulties with drugs or alcohol are provided with appropriate internal support and referred to external support agencies as appropriate.
- Liaising with local services as necessary to provide support for staff and students.

## 2. Policy

Thomas Rotherham College takes a zero-tolerance approach to drugs and alcohol and strongly discourages the use of any drugs that are classified as illegal or have the potential to affect adversely or alter the way a person behaves, feels, sees or thinks. This includes legal highs. There would be no place for such substances within the College environment.

Definitions

For the purposes of this policy, a "drug" is defined as any substance which, when ingested, alters perception and the way the body works. This definition includes but is not limited to:

- All illegal substances
- Alcohol
- Solvents
- Medicines
- Legal highs

### Student responsibility

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto college premises or whilst engaged in any offsite activity representing the college.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from college

### Staff responsibility

- Ensuring they do not bring illegal or prohibited drugs or alcohol onto college premises or whilst engaged in any offsite activity representing the college.
- Ensuring they do not take drugs or consume alcohol whilst travelling to or from college
- Reporting for work, and remaining throughout the day, in a fit and safe condition to carry out their duties.

Where there is a breach of the above:

- Staff members found to be under the influence of drugs or alcohol whilst on college premises will be asked to leave site immediately, as a neutral act, pending an investigation. Any disciplinary action will follow the Trust procedures.
- Staff members found to be under the influence of drugs or alcohol whilst engaged in offsite activities representing the College may be subject to disciplinary action following the Trust procedures, after investigation.
- Visitors to the college found to be under the influence of drugs or alcohol on college grounds will be escorted from the premises.
- Unless it is a medical emergency, or where there is aggressive or threatening behaviour, students found to be under the influence of drugs or alcohol whilst on college premises will be escorted to Student Services/Security Office/SLT office. If necessary, a search will be conducted. The student's parent/carer will be contacted and asked to remove the student from the premises.

### Staff training

- Staff will receive information, guidance and ongoing training relating to drug misuse at regular intervals.

### Student guidance

- All students will receive age appropriate guidance on drugs and alcohol as part of the tutorial programme.

### Smoking

- The college is a smoke free environment. This includes all buildings, playing fields car parks and communal areas. A designated Smoking Shelter is

provided for staff, students and visitors. The Shelter is located adjacent to the Chancellor's Court car park.

#### Legal drugs and prescribed medicines

We understand that some staff or students may require medications that have been prescribed by a doctor or other health professional.

- Prescribed medication may be brought onto the premises if the prescription requires it to be administered during the College day. It must be in the original container as dispensed and senior leaders may ask to examine said medication and/or the dispensing container.

#### Solvents

- Staff and students are not permitted to bring solvent-based products onto the premises for the purposes of misuse.

#### Controlled substances

The College has a zero-tolerance policy towards illegal drugs.

- Following the identification and confiscation of a controlled substance, a staff member will seal the sample in a plastic bag and include details of the date, time of the confiscation, name of the student and the name of any witness.
- The staff member will store the sample in a secure location in Student Services and complete the incident log.
- The incident will be reported immediately to the police who will advise or deal with it in-line with agreed protocols. If required, the College will provide the name of the student from whom the drugs were taken.
- Any further measures will be undertaken in line with the College's Discipline and Safeguarding Policies.
- Where controlled substances are found on college trips, staff should contact SLT/safeguarding for advice.

### 3. Protocols

#### Medical emergencies

- In drug related medical emergencies, trained first aiders will be summoned via main reception.
- Following assessment by the First Aider, a decision will be made as to whether an ambulance will be called.

### Threatening behaviour

- Aggressive and threatening behaviour by students or staff under the influence of drugs or alcohol will be dealt with in-line with staff/student discipline policy or the Trust disciplinary procedures.
- Any student, staff member or visitor displaying aggressive and/or threatening behaviour may be removed from the premises and the police may be contacted

### Searches

- SLT/safeguarding staff may use common law to search students for any item with their consent.
- SLT/safeguarding staff are authorised by the Head of College to search for any prohibited item if they have reasonable grounds for suspecting that the student is in possession such an item. Any student refusing to co-operate will be suspended pending investigation. This may result in disciplinary action or losing their place at the College.

### Students may be required to:

- Turn out their pockets
- Open and empty backpacks or bags
- Remove outer clothing including hats, gloves, footwear, coats and scarves.
- Where practicable, students will be searched in the presence of two members of SLT/safeguarding staff. Where a search involves female students then a female member of SLT should be present.
- The staff member carrying out the search may confiscate anything suspected to be a prohibited item. This includes “legal highs” and other potentially harmful materials which cannot immediately be identified.

### Support

- The College understands that the misuse of drugs and alcohol can often be a sign of underlying issues; therefore, where practicable, staff and students experiencing difficulties with drugs or alcohol will be provided with appropriate internal support and referred to external support agencies as appropriate.

### Discipline

- Students in possession or involved in drug or alcohol incidents on the College site will be disciplined in-line with the Student Code of Conduct and Behaviour Policy. Where appropriate, the police will be informed.
- Staff involved in drug and/or alcohol situations on the College site or whilst representing the College offsite will be disciplined in-line with Trust procedures. Where appropriate, the police will be informed.
- Visitors involved in drug and/or alcohol situations on the College site will be removed. Where appropriate, the police will be informed.